

INFORMATION PACKET:
EPP POLICIES, PAPER SPECIFICATIONS, TIPS,
AND RESOURCES

Dioxins Task Force Handout
5/22/02 Meeting

LIST OF DOCUMENTS

I. SAMPLE EPP POLICIES

- A. STATE OF VERMONT
- B. KING COUNTY, WASHINGTON
- C. COMMONWEALTH OF MASSACHUSETTS
- D. SAMPLE EPP POLICY DIRECTIVE
- E. SAMPLE PURCHASING RESOLUTION

II. SAMPLE PAPER SPECIFICATIONS AND SPEC TIPS

- A. VERMONT RFP FOR PCF COPY PAPER
- B. GPO COPIER PAPER SPEC
- C. EXERPT FROM WISCONSIN'S PAPER BID
- D. CITY OF OAKLAND
- E. U.S. DEP'T OF INTERIOR CUSTODIAL RFP
- F. MINNESOTA STATUES
- G. TIPS FROM INFORM (2 SHEETS)
- H. TIPS FROM EPA (2 SHEETS)
- I. WHERE TO BUY RECYCLED PAPER, CONSUMER RESOURCE FOR ALAMEDA COUNTY
- J. INFO RE: COPIERS AND EXCERPT FROM MASSACHUSETT'S COPIER CONTRACT
- K. GREEN SEAL PAPER REQUIREMENTS
- L. EXCERPT FROM WISCONSIN PAPER CONTRACT (REPORTING REQUIREMENTS)
- M. EMAIL RE: CFPA TRACKING FOR PURCHASES

III. LIST OF EPP RESOURCES

The Executive Order

06-94 ESTABLISHING THE CLEAN STATE COUNCIL

STATE OF VERMONT

Executive Department

EXECUTIVE ORDER

WHEREAS, Vermont state government has a duty and a responsibility to lead by example in conserving natural resources and practicing pollution prevention: and

WHEREAS, pollution prevention - reducing waste at the source - is often the most inexpensive way to diminish pollution and promote resource conservation: and

WHEREAS, state agencies generate waste through their operation and the items they purchase; and

WHEREAS, the State of Vermont remains committed to practicing resource conservation and pollution prevention as strategies to realize cost savings, increased efficiency, and enhanced environmental protection: and

WHEREAS, a program of environmental education is needed to better inform each state agency about its environmental responsibilities and opportunities for resource conservation and pollution prevention.

NOW THEREFORE, BE IT RESOLVED THAT I, Howard Dean, by virtue of the power vested in me as Governor, do hereby order state agencies, departments, and offices to manage wastes by giving preference to pollution prevention, source reduction, and recycling strategies in advance of those representing treatment and disposal. To help state government do this, I am directing the establishment of a Clean State Program for state agencies. This program will be managed by a **Vermont Clean State Council**, which will include members of the Extended cabinet or their designees, to be coordinated by the Department of Environmental Conservation. The council shall be responsible for the development of programs, plans and policies that promote pollution prevention and resource conservation throughout state government. The council shall convene quarterly during the year and be responsible for the following:

1. Development of a Materials Management Plan, in collaboration with the State's Purchasing Advisory Council, to enhance continued wise purchase, use and reuse of as many products as possible, whenever feasible, that promote resource conservation and pollution prevention. This plan shall be prepared and disseminated throughout state

government by July 1, 1995 and shall include the following:

- (a) Practices and procedures to reduce the use of office paper
- (b) Practices and procedures to maximize the use of chlorine-free recycled paper with the highest post-consumer content feasible.
- (c) Institution of a program to segregate waste papers generated within all state-owned and leased facilities. Waste papers shall include at a minimum white paper, non-white recyclable paper, and corrugated cardboard.
- (d) Creation of a source separation program through education and installation of necessary equipment. No later than July 1, 1994, each department shall have assigned a recycling coordinator who will work with the Department of Environmental Conservation to maximize participation in the source separation programs. By February 15 of each year, the Department of Environmental Conservation shall report to the Governor on the progress of the State Recycling Program.
- (e) Procurement of products and supplies that are source reduced, or reusable, or have the highest recycled material content feasible, including metal products, such as sign posts; plastic products, such as traffic cones and office supplies; re-refined motor oils; and retread tires.
- (f) Procurement of non-toxic or less toxic cleaning and maintenance supplies, including paints and pesticides.
- (g) Procurement of goods and services through contracts that maximize pollution prevention, resource conservation and toxics use reduction and energy conservation.
- (h) Procurement of products using reduced packaging materials or recycled materials.

2. Implementation of an education and information program, to be conducted by the Department of Environmental Conservation, to help state employees in the practice of resource conservation and pollution prevention, including environmentally-conscious procurement choices, reducing the use of products and materials, opportunities for reuse, and recycling requirements. It is the goal of this program to ensure that state employees understand the importance of their leadership roles and environmental responsibilities and are aware of opportunities to use resource conservation and pollution prevention practices in daily decisions.

3. Participation with the Agency of Natural Resources in the creation of a prototype state agency pollution prevention plan. A pollution prevention plan shall be developed initially for the Agency of Natural Resources. The agency shall develop a comprehensive environmental assessment of agency operations and will sue the findings of this assessment

to prepare the Agency Pollution Prevention Plan to be completed by July 1, 1996. The Plan shall include the following elements.

(a) A policy statement from the agency head indicating a commitment to resource conservation and pollution prevention in agency operations and certification that it is in full compliance with all environmental regulations;

(b) A summary of key opportunities for resource conservation and pollution prevention that were identified by conducting the comprehensive environmental assessment of agency operations;

(c) Goals, objectives, and performance targets that the agency will strive to achieve within a period of one, two, and five years.

(d) A description of expected costs and benefits of implementing the action strategies; and

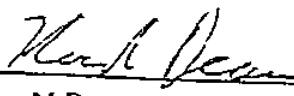
(e) A program to educate employees about the pollution prevention and resource conservation efforts and to institutionalize their use.

4. Preparation of a pollution prevention planning guidance document for all state agencies and a recommendation to the Governor on a process for pollution prevention planning by all state agencies by January 15, 1997.

This Executive Order shall take effect upon signing.



Witness my name hereunto subscribed and the Great Seal of the State of Vermont hereunto affixed at Montpelier, this 22nd day of April, 1994.


Howard Dean, M.D.
Governor

By the Governor:



3/4

Kathleen C. Holt Secretary of Civil and Military Affairs

Executive Order No. 06-94



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King County Environmental Purchasing Program

**Model Recycled Product Procurement Policy
for Environmentally Preferable Products**

Implementation Guide, Revised: March, 1997

This guide provides a model procurement policy for cities and other organizations wishing to ensure that local policy supports markets for recycled and other environmentally preferable products.

The model provides for the procurement of environmentally preferable products, including recycled products, and requires users to specify these products whenever practicable.

An option mandating the use of a price-preference is offered, but the basic model relies on users to purchase environmentally preferable products as these products become available at reasonable price and performance levels.

-
- 1. Purpose
 - 2. Definitions
 - 3. Responsibilities of (Lead) Agencies
 - 4. Responsibilities of all (City) Agencies
 - 5. Environmentally Preferable Products
 - 6. Exemptions
-

A POLICY establishing procedures and programs to encourage and increase the procurement of recycled and other environmentally preferable products by (City) agencies and contractors.

Jurisdictions may elect to implement this procurement policy in a number of ways, depending on local administrative practices. This model calls upon purchasers in all agencies to use recycled and other environmentally preferable products whenever possible, while recognizing that their principal requirements must be product performance and fiscal responsibility.

Purpose

This policy shall be known as the "(City) Environmentally Preferable Procurement Policy." Its purpose is to support markets for recycled and other environmentally preferable products by encouraging (City) agencies and contractors to buy such products whenever practicable.

Options: This policy might be entitled the "Recycled Product Procurement Policy," "Environmentally Responsible Purchasing Policy," or others, depending on its scope and intent. The language used in this model refers to "Environmentally Preferable Products."

Definitions

The following terms shall have the assigned definitions for all purposes under this policy:

- A. "Agency" means... [insert definition for City agency].
- B. "Compost Products" means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials
- C. "Environmentally preferable products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- D. "Post-consumer recycled material" means only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling and disposition.
- E. "Practicable" means sufficient in performance and available at a reasonable price.
Final determination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Evaluation should consider life-cycle and replacement costs.
- F. "Price Preference" means a percentage by which offered prices for recycled products are reduced for purposes of bid evaluation.
For example, under a 10% price-preference, if a bid of \$1.00 per unit is received for a recycled product meeting specifications, the bid price will be reduced by \$0.10 (10%) and evaluated as though it had been \$0.90. If this bid results in a contract award, the price actually contracted will be the bid price of \$1.00 per unit.
- G. "Recyclable product" means a product which, after its intended end use, can demonstrably be diverted from (City)'s solid waste stream for use as a raw material in the manufacture of another product.
- H. "Recycled material" means material and byproducts that have been recovered or diverted from solid waste and that can be utilized in place of raw or virgin material in manufacturing a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- I. "Recycled product" means a product containing recycled material.

Responsibilities of (Lead) Agency

The (Lead) Agency shall:

- A. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by agencies whenever possible. Initially, these shall include the products designated in section five of this policy. the (Lead) agency may modify this list as needed;
- B. Inform agencies of their responsibilities under this policy and provide implementation assistance;
- C. Disseminate information on recycled and environmentally preferable product procurement opportunities, specifications, and performance, to agencies;
- D. Communicate with agencies to review policy requirements and new procurement opportunities, and to monitor the status of policy implementation product research results;

2/4

- E. Publicize the progress of policy implementation; and
 - F. Submit an annual report to the (City) Council reflecting the implementation status of the procurement program, including:
 - 1. A compilation of procurement data collected from all agencies and other parties charged with implementation responsibility under this policy;
 - 2. An account of the current status of product evaluations conducted by agencies;
 - 3. An assessment of procurement program effectiveness, an evaluation of program goals, and projections of future procurement opportunities; and
 - 4. Recommendations for changes in procurement policy.
-

Responsibilities of all (City) Agencies.

Each (City) Agency shall:

- A. Evaluate each recycled or environmentally preferable product designated by the (lead) agency to determine the extent to which the product may be practicably used by the agency and its contractors;
 - B. Purchase recycled products with the maximum amount of recycled material practicable;
 - C. Ensure that contracts issued by the agency require recycled and environmentally preferable products wherever practicable.
 - D. Ensure that contracts issued by the agency for recycled products require the maximum practicable amount of recycled material and that contractors provide certification of this content and report amounts used;
 - E. Ensure that all printing by (City) agencies uses recycled paper and bears the chasing arrow logo or other imprint identifying it as such;
 - F. Use both sides of paper sheets whenever practicable in printing and copying;
 - G. Ensure that requests for bids and proposals issued by (City) require that, whenever practicable, contractors and consultants use recycled paper and both sides of paper sheets;
 - H. Report the progress of policy implementation by the agency to the (Lead) agency, including the status of product evaluations conducted by the agency and types of environmentally preferable products purchased by the agency and its contractors; and
 - I. Report total purchases of environmentally preferable, recycled, and non-recycled products by the agency and its contractors annually to the (Lead) agency.
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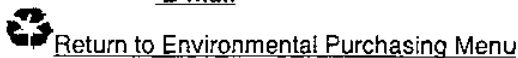
Environmentally Preferable Products.

- A. Paper and paper products;
Photocopy paper, computer paper, and a growing variety of recycled printing papers are widely available. EPA content standards have been used by most major paper mills as they have developed recycled products, and distributors of paper are increasingly familiar with recycled content terminology.
- B. Compost products;

- C. Horticultural mulch made with recycled landclearing and other wood debris;
- D. Construction aggregates made with recycled cement concrete, glass, or asphalt;
- E. Cement and asphalt concrete containing glass cullet, recycled fiber or plastic, tire rubber, or fly ash;
- F. Lubricating oil and hydraulic oil with re-refined oil content;
- G. Antifreeze;
- H. recycled plastic products;
- I. Remanufactured tires and products made from recycled tire rubber, including rubber mats and playfield surfaces;
- J. Insulation products;
- K. Paint;
- L. Remanufactured laser printer toner cartridges;
- M. Other products as designated by the (Lead) agency.

Exemptions

- A. Nothing contained in this policy shall preclude user agencies from requiring recycled material content as a bid specification.
- B. Nothing in this policy shall be construed as requiring an agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.



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4/4

ENVIRONMENTALLY PREFERABLE PRODUCTS PROGRAM
(EPP Program)
Requirements & Additional Information

General EPP Program Information

OSD has established an EPP program and works jointly with the Executive Office of Environmental Affairs and Department of Environmental Protection to promote the procurement and use of EPP commodities and services throughout Commonwealth departments. The purpose of the EPP program is to strengthen markets for recyclable materials and minimize the environmental and health impacts associated with products during their use and disposal.

OSD designates products and services with minimum specifications for recycled content, energy or water conservation. OSD also designates products and services with minimum specifications for toxic waste reduction or other waste reduction.

In this appendix, OSD specifies EPPs and services which have mandatory department purchasing and RFR specifications. Other EPPs and services have recommended department purchasing and RFR specifications. This appendix also references other requirements and information that departments should review before writing RFRs and making commodity purchases.

These designated EPPs are updated periodically by OSD, in cooperation with EOEA and DEP, therefore PMTs should check with OSD for the latest information or refer to the environmental procurements web page (www.state.ma.us/osd/enviro/enviro.htm).

The EPP Program assists departments in their efforts to:

- minimize the environmental impact due to manufacturing, utilizing, or disposing of products purchased by the Commonwealth or its contractors,
- encourage private sector development of more environmentally benign products and services by increasing demand for these products and services, and
- provide a model for other public, private, and non-profit organizations to make environmental criteria a component of their purchasing decisions by testing, using, and promoting the use of environmentally preferable products.

Procuring Department Responsibilities for EPP Purchasing

Procuring departments are required to:

- follow the mandatory EPP purchasing and specification requirements described below whenever any of the listed commodities are being purchased;
- adhere, whenever possible, to the EPP purchasing and specification recommendations below;
- whenever feasible, promote the procurement and use of EPPs which have not been designated by OSD;
- as much as possible, educate and inform all staff about EPPs and state requirements;
- when appropriate, identify in RFRs whether additional points will be awarded to bidders of EPPs and establish evaluation criteria for selecting EPPs whenever feasible;
- maintain records of all procurements and purchases of EPPs in departments procurement files.

Mandatory Department Purchasing and RFR Specifications for Designated EPP Commodities and Services

OSD has determined that the commodities listed below are available at a value and quality comparable to non-environmentally preferable counterparts. In an effort to assist departments, OSD has established statewide contracts for each of the commodities listed in this section.

Non-Executive departments and other public entities are encouraged to use these statewide contracts whenever feasible. Executive departments are required to use these statewide contracts absent any unusual and documented circumstances. If any unusual circumstances necessitate the PMT's separate procurement of these designated commodities, the RFR MUST include the following mandatory minimum specifications:

Paper Products and Office Supplies

- **printing and writing papers, computer paper and forms, envelopes** - minimum 30% post-consumer for all products in this group, except for coated papers which may be 20% post-consumer content
- **printed materials** - minimum 30% post-consumer content, except for coated papers which may be 20% post-consumer content
- **file folders** - minimum 10% post-consumer content
- **writing tablets, message pads and all other office paper** - minimum 20% post-consumer content
- **corrugated cardboard boxes** - minimum 35% post-consumer content

Janitorial Products

- **paper towels** - minimum 100% total recycled content, 40 % post-consumer content
- **toilet tissue** - minimum 100% total recycled content, 20% post-consumer content
- **facial tissue** - minimum 100% total recycled content, 10% post-consumer content
- **napkins** - minimum 100% total recycled content, 30% post-consumer content
- **paper wipes, disposable** - 50% post-consumer content
- **wiping rags, cotton** - 100% reused cotton
- **plastic trash bags** - minimum of 20% post-consumer content
- **janitorial paper products as part of cleaning service contract** - specifications as listed above

Automotive Products

- **anti-freeze** - minimum 100% recycled ethylene glycol or 100% propylene glycol
- **re-refined motor oil** - minimum 50% re-refined base stock; must be certified by the American Petroleum Institute (API)
- **traffic cones** - 50% total recovered PVC or Low Density Polyethylene (LDPE) or crumb rubber material, 8% post-consumer content
- **glass beads** - 100% total recycled glass

Flooring and Facilities/Recreational Products

- **rubber matting and flooring** - 80% post-consumer content
- **plastic lumber benches, tables, dimensional lumber, site amenities** - minimum 25-100% post-consumer recycled plastic (see contract for specifics)
- **compost bins, plastic** - minimum 50% post-consumer content

- **recycling carts, plastic** – minimum 20% post-consumer content
- **recycling set out containers, plastic** - minimum 75% recycled plastic (50% post-consumer content)

Office Equipment

- **computers, monitors, fax machines, copiers** - must meet federal Energy Star power consumption guidelines and be shipped with the energy star function enabled

A response submitted that does not meet the mandatory minimum specifications should be considered unresponsive and be disqualified.

Recommended Department Purchasing and RFR Specifications for Designated EPP Products and Services

OSD has determined that the commodities listed below are frequently available at a value and quality comparable to non-environmentally preferable counterparts. In an effort to assist PMTs, OSD has established EPP statewide contracts for the commodities listed below.

Non-Executive departments and other public entities are encouraged to use these EPP statewide contracts whenever feasible. Executive departments must use these statewide contracts unless the contracts do not meet their needs. Some of the contracts offer both EPP and non-EPP alternatives. Departments are encouraged to select the EPP alternative whenever possible or include the following specifications in RFRs:

- **binders, office** - minimum 25% post-consumer material for plastic binders
- **carpeting** – minimum 75% recycled P.E.T. (plastic)
- **carpeting** – minimum 25% recycled nylon (post/pre-consumer mix) or 100% recycled backing
- **compost and mulch** – compost which meets state specifications
- **hospital equipment** – remanufactured beds, wheelchairs, lifts, transfer devices and other equipment
- **insulation** - 5-75% recycled content, depending on type of insulation (e.g. fiberglass, cellulose)
- **janitorial cleaners** – minimum specifications include no carcinogens, no toxic ingredients on the Mass. TURA list, no ozone depleters; other criteria varies depending on product line
- **lamps and ballasts** – energy efficient lighting, ballasts and exit signs
- **non-mercury alternatives** - digital thermometers, sphygmomanometers (blood pressure equipment), etc.
- **office desktop accessories** - minimum 25% post-consumer plastic
- **office panels** - re-manufactured; meets all Original Equipment Manufacturer (OEM) specifications
- **office waste and recycling containers** - 20% post-consumer plastic or 25% post-consumer steel
- **paint** - minimum of 50% post-consumer content
- **paper plates, bowls, trays** - 100% recycled paper
- **pool disinfecting equipment** – pool ionization systems which reduce chlorine use by 80%
- **promotional items** – wide range of paper, plastic, fabric and other items made with recycled content
- **retread tires** - licensed retreader for all non-passenger vehicles
- **toner cartridges** - re-manufactured; meets all Original Equipment Manufacturer (OEM) specifications
- **vehicle parts, motorized** – remanufactured parts, accessories and supplies

Recycled Content Purchasing Requirements for State Departments Utilizing Federal Funds

Any state agency which receives federal funding for a given program or project and intends to use such funding to purchase at least \$10,000 worth of recycled products designated by the U.S. Environmental Protection Agency, must, under the provisions of Section 6002 of the Federal Resource Conservation and Recovery Act (RCRA) and Presidential Executive Order 13101, follow federal guidelines for the procurement of such products (the guidelines primarily govern minimum levels of recycled content which must be specified for these products). PMTs seeking current information on which products are subject to the federal guidelines may call the RCRA hotline at (800) 424-9346, or contact OSD.

EPP Technical Assistance

Departments may wish to clarify these guidelines or obtain additional information about products listed here or other products. Departments are encouraged to engage in discussions with existing contractors about possible environmental criteria for products being purchased, or attend various workshops as well as the annual buy recycled fair and conference sponsored by OSD, the Department of Environmental Protection and the Executive Office of Environmental Affairs.

All other inquiries should be directed to the environmental procurement staff listed below or to the appropriate Procurement Team Leader at OSD:

Environmental Purchasing Coordinator or Trainer
Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108
(617) 720-3351 or 617-720-3356
(617) 727-4527 fax
www.state.ma.us/osd/enviro/enviro.htm

ADDITIONAL ENVIRONMENTALLY PREFERABLE PRODUCT INFORMATION

In line with the Commonwealth's efforts to promote products and practices which reduce our impact on the environment, bidders are encouraged to incorporate environmentally preferable criteria in as wide range of products and business practices as possible. Bidders who demonstrate significant environmental efforts in any of the categories listed below may be eligible to receive extra points in the evaluation of this RFR. In order to receive such consideration, bidders must complete this form and attach any additional documentation necessary to describe the products or process.

1. Packaging

Do bidders use packaging which incorporates any of the following environmental criteria?

- ◆ Contains post-consumer recycled content
- ◆ Promotes waste prevention/source reduction
- ◆ Is fully recyclable in Massachusetts
- ◆ Reduces or eliminates materials which have been bleached with chlorine or chlorine derivatives

☐ Yes ☐ No

If yes, bidders must attach a description of the packaging used and the specific environmental criteria such packaging meets.

2. Business Practices / Operations / Manufacturing

Does the bidder engage in practices that serve to reduce or minimize an impact to the environment, including, but not necessarily limited to, the following:

- ◆ Recycling of materials in the warehouse or other operations
- ◆ Use of alternative fuel vehicles
- ◆ Use of reusable or returnable packaging
- ◆ Use of energy efficient office equipment or building design products
- ◆ Use of recycled paper in their marketing and/or resource materials

☐ Yes ☐ No

If yes, bidders must attach a description of the practices being followed and the specific environmental criteria such practices meet.

3. Training and Education

Does the bidder conduct/offer a program to train or inform customers of the environmental benefits of the products to be offered under this contract, and/or does the bidder conduct environmental training of its own staff?

☐ Yes ☐ No

If yes, bidders must attach a description of the training offered and the specific environmental criteria such training targets.

4. Certifications

Has the bidder or any of its subcontractors obtained any of the following product / industry certifications:

- ◆ ISO 14000 or adopted some other equivalent environmental management system
- ◆ Other industry environmental standards, such as the CERES principles, Responsible Care Codes of Practice or other similar standards
- ◆ Third Party product certifications such as Green Seal, Scientific Certification Systems, Smartwood.

☐ Yes ☐ No

If yes, bidders must attach a description of any certifications obtained.

Environmentally Preferable Purchasing Policy

The purchase and use of products and services can have a profound impact on the environment. [NAME OF DEPARTMENT OR AGENCY] recognizes the positive impact that it can make on the environment through the purchasing decisions that its employees make. It is the intent of [NAME OF DEPARTMENT OR AGENCY] to integrate environmental considerations into every aspect of acquisition. Although the environment may not be the core of our professional mission, the integration of these factors will result in economic, health, and environmental gains that will further our goals.

Overall Statement of Policy

- Agency personnel should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.
- Environmental factors should be taken into account as early as possible in the acquisition planning and decision-making process.
- Responsibility for environmentally preferable purchasing should be shared among the program, acquisition, and procurement personnel.
- Environmentally preferable purchasing represents one important component of this agency's commitment to pollution prevention.

[NAME OF DEPARTMENT OR AGENCY] is committed to the following:

- Increasing the acquisition of environmentally preferable products and services.
- Identifying and implementing pilot projects to test the best ways to incorporate environmental preferability into acquisition.
- Establishing incentive and award programs to recognize those people, teams, and interagency work groups who are most successful at promoting the purchase of environmentally preferable products.

Purchasing Resolution

Sample Purchasing Resolution on the Procurement of Environmentally Preferable Products¹

1.0 SUBJECT (name of jurisdiction) Environmentally Preferable Purchasing Resolution

EFFECTIVE DATE: _____

TABLE OF CONTENTS:

Subject	Section 1.0	Page 1
Purpose	Section 2.0	Page 1
Definitions	Section 3.0	Page 1
Background	Section 4.0	Page 2
General Policies	Section 5.0	Page 2
Research, Planning, and Education	Section 6.0	Page 3
Sample Specifications	Section 7.0	Page 3
Performance and Availability	Section 8.0	Page 4

2.0 PURPOSE

The goal of this policy is to encourage and increase the use of environmentally preferable products and services in (jurisdiction). By including environmental considerations in purchasing decisions, (jurisdiction) can promote practices that improve public and worker health, conserve natural resources, and reward environmentally conscious manufacturers, while remaining fiscally responsible.

3.0 DEFINITIONS²

For the purpose of this resolution, the following definitions shall apply:

"Available locally" means that one or more businesses within the county/city or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific department/agency need.

"Biodegradable" means the ability of a substance, material, or product ingredient to readily decompose by the action of microbes.

"Chlorofluorocarbon, (CFC)" refers to the family of compounds of chlorine, fluorine, and carbon. CFC's contribute to the depletion of the stratospheric ozone layer, and have been used as an ingredient for refrigerants, solvents, and for blowing plastic-foam insulation and packaging. The Montreal Protocol on Substances that Deplete the Ozone Layer calls for complete elimination of CFC production.

"Environmentally preferable products and services" as defined by Presidential Executive Order 13101, means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.

"Green building practices" means the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

¹ This resolution should be tailored to suit the individual needs and circumstances of your community.

² See Starter Kit for additional definitions.

"Integrated pest management" means the use of a combination of pest control methods including improved sanitation, mechanical, physical, biological, or chemical means.

"Post-consumer recycled material" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.

"Practicable" means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.

"Price-preference" means a percentage of increase in price that (jurisdiction) will pay to obtain a designated product or service.

"Processed-chlorine free paper" refers to paper that is manufactured using a percentage of post-consumer recycled paper fiber (that may contain residues of chlorine) and is whitened without adding chlorine or chlorine derivatives.

"Rainforest hardwood/tropical wood" means wood that originates from trees grown in a rainforest.

"Recyclable" refers to a material or product that can be reprocessed, remanufactured, or reused.

4.0 BACKGROUND

Local and state government, combined, purchase more than \$1 trillion of goods and services each year. Many of these products contribute to problems in the overall environment, including contamination of the air and water, and depletion of environmental resources. In some instances, products require special waste disposal and reporting procedures which can be cumbersome and expensive. Furthermore, local government employees using these products may be exposed to compounds that are potentially harmful to their health.

(Jurisdiction) has an opportunity to serve as a community model for environmental leadership by incorporating a plan of action that will conserve precious resources such as water, raw materials, and energy, reduce the use of hazardous substances, and potentially improve the environmental quality of the region. By incorporating environmental considerations in public purchasing, (jurisdiction) can reduce its burden on the local and global environment, remove unnecessary hazards from its operations, protect public health, reduce costs and liabilities, and help develop markets for environmentally responsible products.

5.0 GENERAL POLICIES

The Office of (Procurement, County/City Manager, and/or Environment, etc.) shall coordinate the establishment of a special interdepartmental Environmental Purchasing Task Force (hereinafter "the Task Force") including one representative from public administration (County/City Manager, Commissioner, Freeholder, City Council member, etc.), representatives from purchasing, parks and recreation, environmental services, construction/property management, vehicle/equipment maintenance, and other relevant departments/operations to (1) identify opportunities for environmental purchasing initiatives, (2) provide a forum for open discussion by affected personnel, and (3) educate and inform staff about the environmental purchasing program. The Task Force shall meet quarterly following the adoption of this policy.

The Task Force shall designate an Environmental Purchasing Coordinator(s) (hereinafter "the Coordinator") to provide oversight to the Task Force, discuss with individual departments opportunities to increase environmental purchasing where relevant, coordinate outreach/training for staff, report to jurisdiction leadership, and provide general support to maintain the environmental purchasing program.

By (date), the Task Force shall encourage a minimum of one department to perform a pilot or demonstration study of environmentally preferable purchasing. The following departments and operations are potential sites for environmental purchasing demonstrations: vehicle/equipment maintenance, construction/property management, parks and recreation,

janitorial services, public works, pest control, or administration. The Coordinator(s) shall provide technical/logistical assistance to help said departments incorporate environmentally preferable products into their operations. Results of initial pilot studies shall be evaluated and reported to (jurisdiction governing body). As feasible, all departments are encouraged to advance environmental purchasing for their specific operations by initiating pilot studies.

Based on the results of the pilot studies, all departments, offices, and agencies shall use, and require their contractors and consultants to use, environmentally preferable products where practicable no later than (date).³

6.0 RESEARCH, PLANNING, AND EDUCATION

The Environmental Purchasing Task Force shall research opportunities to (a) expand the purchase of environmentally preferable products; (b) identify environmentally preferable alternatives; (c) recommend goals, where practicable, to practice alternative processes within (jurisdiction) operations that will reduce the use/disposal of hazardous substances and will promote resource conservation; and (d) collect and maintain up-to-date information regarding manufacturers, vendors, and other sources for locating/ordering environmentally preferable products. The Task Force and/or Coordinator(s) shall provide applicable information to departments.

The Coordinator(s) shall submit annual reports to the (governing entity) by (date) regarding the status of this policy's implementation. This report shall include total purchases of environmentally preferable products by each department, results of designated product evaluations, and the financial status for implementation of this policy including indirect and direct costs/savings.

Relevant departments, offices, and agencies shall assign staff to:

- ensure that contracting procedures do not discriminate against reusable, recycled, or environmentally preferable products without justification;
- evaluate environmentally preferable products to determine the extent to which they may be used by the agency and its contractors;
- review and revise contracting procedures to maximize the specification of designated environmentally preferable products where practicable;
- facilitate data collection on purchases of designated environmentally preferable products by the agency and its contractors and report the data to the Environmentally Preferable Purchasing Coordinator(s) by (date) each year for inclusion in the annual report to the (jurisdiction governing entity).

7.0 SAMPLE SPECIFICATIONS⁴

By (date), to the extent practicable, (jurisdiction) will begin to phase in purchasing specifications that follow U.S. EPA Comprehensive Procurement Guidelines for products containing recycled content. Recovered Materials Advisory Notices (RMAN) shall be used as a reference for determining the recycled content specifications for these products.

By (date), to the extent practicable, all printing and copy paper products shall consist of a minimum of 30% post-consumer recycled fiber.

By (date), all janitorial paper products shall consist of a minimum of 50% post-consumer content.

By (date), a 10% price preference for processed chlorine-free paper shall be applied to (____ percent) of photocopy-grade and janitorial paper purchases.

³ Counties can establish percentage goals for phasing in the procurement of environmentally preferable goods (e.g. by ____ year, ____ % of departments' purchasing will be defined as environmentally preferable).

⁴ These specifications represent best environmental purchasing practices and should be adapted to suit your locality and to remain consistent with technological advances.

By (date), (jurisdiction) shall begin returning used toner cartridges for remanufacture and purchase re-manufactured toner cartridges when practicable.

By (date), to the extent practicable, no janitorial cleaning or disinfecting products shall contain ingredients that are identified by United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens.

By (date), (jurisdiction) shall phase out the use of chlorofluorocarbon containing refrigerants, solvents and other products to accommodate the Montreal Protocol on Substances that Deplete the Ozone Layer, and national requirements.

By (date), all surfactants shall meet EPA standards as "readily biodegradable." Where practicable, no detergents shall contain phosphates.

By (date), (jurisdiction) shall not procure products that originate from rainforest hardwood or tropical wood.

By (date), where practicable, purchased or leased electronic equipment including photocopiers, computers, printers, lighting systems, HVAC, kitchen and laundering appliances, and energy management systems must meet U.S. Environmental Protection Agency (EPA) or U.S. Department of Energy (DOE) energy efficiency standards. Where applicable, the energy efficiency function must remain enabled on all energy-efficient equipment.

By (date), all motor oil shall contain a minimum 95% re-refined base stock. All re-refined oil must be American Petroleum Institute certified.

By (date), all motor vehicles operated by (jurisdiction) shall use recycled propylene glycol antifreeze where practicable.

By (date), paint purchased by (jurisdiction) or its contractors shall contain the minimum amount necessary of volatile organic compounds, and shall contain maximum recycled content where practicable.

By (date), (jurisdiction) shall implement an integrated pest management program for pest control. Any chemicals used to eliminate or deter insect pests and undesirable vegetation shall be the most readily and completely biodegradable product available for the given application, and shall be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended.

By (date), all construction and renovation projects performed by (jurisdiction) shall incorporate "green" building practices.

By (date), (jurisdiction) shall give preference to products that are produced and are available locally to the extent practicable.

By (date) all departments, offices, and agencies shall ensure that they and their contractors/consultants use double-sided copying. All photocopiers purchased by (jurisdiction) following adoption of this policy are required to be capable of double-sided copying.

By (date), (jurisdiction) shall reduce or eliminate its use of products that contribute to the formation of dioxin and furan compounds.

8.0 PERFORMANCE, PRICE, AND AVAILABILITY

Nothing contained in this policy shall be construed as requiring a department or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

REQUEST FOR PROPOSAL FOR CONTRACT
REQUISITION # 015792
HIGH SPEED PCF COPY PAPER
MAY 1, 2000

1. GENERAL INFORMATION

1.1 OVERVIEW

The Vermont Purchasing and Contract Administration Division is requesting proposals for **High Speed PCF Copy Paper** to be used by state agencies throughout Vermont. This product will be used on high speed copiers such as Docutechs, laser printers, and offset duplicating machines throughout state government. The State of Vermont is requesting prices on a product that is high in recycled content (see below) and a product that does not use chlorine or chlorine derivatives in the pulping and bleaching process (see below). PCF is defined as "Processed Chlorine Free".

Any contract arising from this request for proposal will be for a period of 6 months with an option to renew for up to five additional 6 month periods.

All communications concerning this RFP should be addressed in writing to the attention of: Kenneth Feld, Purchasing Agent, State of Vermont, Purchasing and Contract Administration Division, 128 State Street, Montpelier, VT 05633-7501. Mr Feld is the sole contact for this proposal. Attempts by bidders to contact any other party could result in the rejection of their proposal.

1.2 BASIC REQUIREMENTS

1.2.1. CLOSING DATE: The closing date for the receipt of proposals is 2:00 pm, May 16, 2000. Bid must be delivered to: Vermont Purchasing and Contract Administration Division, 128 State St, Drawer 33, Montpelier, VT prior to that time. Proposals or unsolicited amendments submitted after that time will not be accepted and will be returned to the vendor. Vendors are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to insure receipt prior to closing time on the date specified at the appointed place of the bid opening. **FAX BIDS WILL NOT BE ACCEPTED.**

The bid opening will be held at 128 State Street, Montpelier, VT and is open to the public.

1.2.2. PROPOSAL SUBMISSION: All proposals shall be submitted in a sealed package and must be clearly marked as follows:

PROPOSAL FOR PCF COPY PAPER

If bids are being sent via an express delivery service, be certain that this designation is clearly shown on the outside of the delivery envelope or box.

1.2.3 ATTACHMENTS: **CUSTOMARY STATE CONTRACT PROVISIONS** dated June 12, 1996, **PURCHASING AND CONTRACT ADMINISTRATION TERMS & CONDITIONS** dated June 11, 1998 and **SEALED BID INSTRUCTIONS** dated June

11, 1998 are incorporated as part this proposal. Vendors who are not prepared to accept these provisions may be disqualified from consideration

1.2.4 CLARIFICATION OF INFORMATION: The State reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal or any part thereof. Proposers may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal in whole or in part.

1.2.5 TAX CERTIFICATION: To meet the requirements of V.S.A Title 32 , Chapter 103, § 3113, the attached certification must be completed, signed and returned with your proposal. By law, no agency of the State may enter into, extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due, if the liability of any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes.

1.2.6 COMPLIANCE WITH LAWS: Contractor shall comply with public laws, ordinances, and requirements respecting the work, obtain and pay for all required permits and comply with regulations of any insurance company which issues a policy on any part of the work or site. All work shall be done in such a manner as not to interfere with the State's operating functions. Contractor and his/her employees shall familiarize themselves and comply with all posted rules.

1.2.7 STATEMENT OF RIGHTS: The State of Vermont reserves the right to accept or reject any and all bids, with or without cause, and in such event the proposer submitting a bid makes such bid and submission without recourse. The State of Vermont reserves the right to waive technicalities to secure a project that provides the greatest benefit to the State. A bid may be rejected for one or more of the following reasons, or for any other reason deemed to be in the best interest of the State:

Failure of the vendor to adhere to one or more provisions in this RFP.

Failure of the vendor to submit required information in the format specified in this RFP.

Failure of the vendor to follow generally accepted ethical and professional standards during the RFP process.

1.2.8 CONTRACT: The state reserves the right to incorporate standard contract provisions which can be mutually agreed upon into any contract negotiated as a result of any bid submitted in response to this RFP. These provisions may include such things as the normal day-to-day relationships with the vendor, but may not substantially alter the requirements of this RFP.

The successful bid, as well as this RFP, will be incorporated in the final contract.

1.2.9 VENDOR BIDDING INFORMATION: This request for Proposal contains the specifications for the response. Proposals should comply with all of the requirements set forth in this RFP and should be submitted according to the format described.. The specifications contained in this proposal are mandatory and must be satisfied by vendors to be considered responsive.

All proposals will be screened for general acceptability and compliance with the RFP requirements. If there is insufficient information to evaluate a specific feature, it will be assumed that the feature will not be supplied. It is in a vendor's best interest to be as thorough as possible in responding to this RFP.

1.2.10 METHOD OF AWARD: Proposals will be evaluated in accordance with V.S.A. Title 29, Chapter 49, § 903, and an award or awards made that represents "the best interest of the State".

1.2.11 CONFIDENTIALITY: The successful proposal as well as all other responses received will become a matter of public record once an award is made. If the proposal includes material which is considered by the bidder to be proprietary and confidential under V.S.A. Title 1, Chapter 5, § 317 the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the proposal that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. The State will be the sole arbitrator as to the validity of the claimed confidentiality. Under no circumstances can the entire response or price information be marked as confidential. Proposals so marked will not be considered.

1.2.12 POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE OF VERMONT: It is required that bidders complete, sign and return the attached questionnaire regarding their willingness to extend the same contract pricing to these entities.

1.2.13 ESTIMATED QUANTITIES: Quantities as listed are based on past (six months) usage and are estimates only for the proposed contract period. The contract will cover actual usage.

2.0 BACKGROUND INFORMATION:

2.1 GOVERNOR'S EXECUTIVE ORDER: On April 22, 1994 The Governor of Vermont issued Executive order 06-94 which states in part:

NOW THEREFORE, BE IT RESOLVED THAT I, Howard Dean, by virtue of the power vested in me as Governor, do hereby order state agencies, departments, and offices to manage wastes by giving preference to pollution prevention, source reduction, and recycling strategies in advance of those representing treatment and disposal. To help state government do this, I am directing the establishment of a Clean State Program for state agencies. This program will be managed by a Vermont Clean State Council, which will include members of the Extended cabinet or their designees, to be coordinated by the Department of Environmental Conservation. The council shall be responsible for the development of programs, plans and policies that promote pollution prevention and resource conservation throughout state government. The council shall convene quarterly during the year and be responsible for the following:

1. Development of a Materials Management Plan, in collaboration with the State's Purchasing Advisory Council, to enhance continued wise purchase, use and reuse of as many products as possible, whenever feasible, that promote resource conservation and pollution prevention. This plan shall be prepared and disseminated throughout state government by July 1, 1995 and shall include the following:

(b) Practices and procedures to maximize the use of chlorine-free recycled paper with the highest post-consumer content feasible.

- 2.2 USERS:** The two users for this contract will be the General Services Center, US Route 2, Middlesex VT 05602 and the Vermont Offender Work Program Print Shop, Northwest State Correctional Facility, 2559 Glenn Road, Swanton VT 05488.
- 2.3 MULTIPLE AWARDS:** The State may award one or more contracts. It also reserves the right to make additional awards to other vendors who submitted proposals at any time during the first year of the contract if such award is deemed to be in the best interest of the State. Such an award would be made on the basis of the vendor's ranking during the evaluation.
- 2.4 ALTERNATE QUOTES:** Please feel free to offer suggestions on alternative products that will meet our environmental mandates. Please include pricing and specifications of this alternate product.

3.0 DETAILED REQUIREMENTS:

- 3.1 USAGE REPORT:** Vendor must be able to supply to the state a sales report on a quarterly basis in an approved format that will list the product and quantity purchased, the purchaser and the price paid.
- 3.2 TEST SAMPLES:** Successful vendor may be required to provide a pallet of items listed in RFP for testing purposes to ensure it will run satisfactorily in equipment. The state will purchase the test pallet from the vendor.
- 3.3 PRICING:** Prices shall be firm for the six month contract period. Please use attached pages for your price quotes.
- 3.4 PAPER WEIGHTS:** Quotations will be made in accordance with basis weights specified.
- 3.5 PAPER GUARANTEE:** The bidder must guarantee to supply all paper needed by the Department of General Services, Central Supply Division, Vermont Offender Work program, and any other state agency or any political subdivision (if bidder elects they are eligible) using the contract as per the terms of the RFP.
- 3.6 SERVICE:** Bidders are to have an area representative available to meet with users on demand and to make periodic visits to the major user, the state Central Supply Department.
- 3.7 DELIVERY:** All prices are quoted on an F.O.B. delivered basis. The two users have a loading dock with a fork lift available to receive deliveries.
- 3.8 RECYCLED CONTENT:** The State of Vermont requires all paper to contain at least 30% post consumer fiber. Successful bidder may be required to provide certification documents from the manufacturer showing that products quoted meet or exceed recycled content and specifications as listed.
- 3.9 CHLORINE FREE:** Per Executive Order 06-94 (see above) the state desires to reduce the use of chlorine in the products it purchases to protect the environment from pollution. PCF paper is "Processed Chlorine Free, i.e. recycled paper in which the recycled content is processed unbleached or bleached without chlorine or chlorine derivatives. Any virgin material portion of the paper must be TCF (Totally Chlorine Free)." Successful bidder may be required to provide certification documents from the manufacturer showing that products quoted meet chlorine free specifications as listed.

3.10 SHIPPING & INVOICING INSTRUCTIONS: The following are the "ship to" and "invoice to" addresses. The main user is the General Services Supply Center. The other user is the Vermont Offender Work Program who orders less frequently.

Ship to
General Services Center
US Rte. 2
Middlesex VT 05633-7601

Invoice to
General Services Center
Drawer 33
Montpelier VT 05633-7601

Contact: Ken Hoadley, 802-828-3718

Ship to
Vermont Offender Work Program
Print Shop
3649 Lower Newton Road
St. Albans VT 05478

Invoice to
Vermont Offender Work program
544 State Farm Road
Windsor VT 05089-9725

Contact: Jerry Messier, 802-674-6723

3.11 PAPER SPECIFICATIONS: Bidders are required to complete the following on paper stocks quoted:

BRAND NAME: _____

MANUFACTURER _____

RECYCLED CONTENT _____

POST CONS RECYCLED CONTENT _____

BRIGHTNESS _____

OPACITY _____

3.12 REFERENCES: Please provide three current customers who use the brand and weight of the item you are quoting:

COPIER PAPER SPECIFICATION

Government Printing Office (GPO)

<<<DEFINITIONS>>>

AOX: a measure of the total chlorinated organic matter in wastewaters. EPA Test Method 1650 is for AOX.

Kkg: = 1 metric ton or 2,200 pounds

CHLORINE-FREE: (must specify - see separate definitions below)

Elemental Chlorine-Free (ECF)

This is a term reserved for paper processed without elemental chlorine, but with chlorine dioxide or other chlorine-based chemicals.

Processed Chlorine-Free (PCF)

- 1) This is a term reserved for recycled fibers. All recycled fibers used must not have been re-bleached with chlorine containing compounds.
- 2) If a paper contains any virgin fiber, that fiber must be totally chlorine-free.

Totally Chlorine-Free (TCF)

This is a term reserved for virgin fiber papers. The fibers must be processed without any chlorine or chlorine-based chemicals.

SUSTAINABLY MANAGED AND HARVESTED WOOD: Any wood originating from a source shown through documentation to be in compliance with any one of the following four existing standards for sustainable forest management/products: America Forest Paper Association, ISO 14000, Forest Stewardship Council, Certified Forest Products Council

<<<SPECIFICATION LANGUAGE>>>

NOTE TO BIDDERS - Any and all claims made in your bid responses made about any of the required or preferred environmental attributes of the paper products you are bidding must be accompanied by sufficient substantiation to validate your claims. Certification by a third party entity is a highly preferred method for accomplishing this.

The paper shall at a minimum have the following attributes:

- Meet current (GSA or GPO) performance requirements.
- Contain a minimum content of 50% postconsumer (PC) fiber.
- All mills involved in the manufacturing of pulp and/or paper must meet the EPA regulatory limit for AOX of 0.512 kg/kkg as an annual average.
- Paper products shall not be bleached with chlorine or chlorine chemistries. Bidders shall specify ECF, TCF, PCF as applicable and as defined in the definition section of this solicitation.

A paper possessing any or all of the following preferred attributes will be given preference over one that only meets the minimum requirements:

- Paper products with percentages of pre- and postconsumer recycled content beyond the 50% PC minimum are preferred. *[A higher the overall percentage is preferred and a higher postconsumer content over pre-consumer content is preferred.]*
{NOTE TO SPECIFIERS: -- here, you may want to adjust the wording or ensure that the total points you can get for this particular criteria doesn't outweigh all of the other criteria; otherwise, you'll always end up with the 100% PC paper which may or may not always be desirable. Depends on what environmental aspects of the paper you value most.}
- Providing paper in recyclable and repulpable ream wrappers as defined by the following qualifying statement, is preferred. *[Since virtually all ream wrappers are considered technically repulpable by brown paper and paperboard mills when included in small quantities in recovered mixed paper, bidders must substantiate that their ream wrappers pose no problems when included in recovered white paper, for traditional deinking mills making pulp for new high grade paper applications.]*
- Paper products making use of at least a definable portion of sustainably managed and harvested wood are preferred. The following guidelines or standards for sustainable management of wood are acceptable and the one(s) a bid product qualifies under should be specified by the bidder:
 - American Forest Paper Association's Sustainable Forest Initiative, available from: <http://www.afandpa.org/>
 - ISO 14000, available from: <http://www.astm.org/> (ISO/TR 14061:1998 - Information to assist forestry organizations in the use of Environmental Management System standards ISO 14001 and ISO 14004.)
 - Forest Stewardship Council, available from: <http://www.fscus.org/>
 - Certified Forest Products Council, available from: <http://www.certifiedwood.org/>]

Michelle Buzbee

From: Kelly Luck, INFORM
[kluck@greeninstitute.org]
Sent: Thursday, January 10, 2002 8:32 AM
To: Michelle Buzbee
Subject: paper specs and other lessons learned
Hi Again,

As promised, I am writing to provide you with information about WI's paper bid. The State asked vendors to bid on three house sheets (offset, offset opaque, and coated paper) that were considered to be high-volume papers. All three house sheets were required to contain recycled content, in addition, vendors were encouraged to bid chlorine-free papers. Below is an the chlorine-free excerpt from the printing and writing paper bid issued by the Wisconsin Department of Administration earlier this summer:

"Since chlorine used to bleach pulp during the papermaking process produces dioxins and furans, and these chemicals can be harmful when emitted even in small amounts, it is desirable that agencies use papers that eliminate the use of chlorine in the bleaching process. The State of Wisconsin encourages vendors to provide papers that are Processed Chlorine-Free (PCF). The PCF designation describes recycled papers that are made without using chlorine or chlorine derivatives (such as hypochlorite and chlorine dioxide) in the bleaching process. This is qualified by agreeing that papers made with recycled fibers might have previously been bleached with chlorine in some form."

Although a chlorine-free paper was not selected for any of the three house sheets, agencies can request other papers through the awarded vendor's catalog, so conceivably there still is an opportunity to order chlorine-free writing papers.

Also, the state has a separate contract for copy paper and Badger Envirographic 100 (which is PCF) is available through that state contract. A few select agencies are using it, such as the University of Wisconsin (Madison campus) and the Dept. of Natural Resources. I also talked to a purchaser at a regional correctional facility who has been ordering the paper since their location opened in January 2001. I had contacted her to consider writing up her experience as a success story, but it wasn't until we talked that she realized that she was paying \$5 more per carton for the 100% post-consumer PCF paper vs. using a 30% post-consumer paper available through the state contract. With budgets tightening everywhere, she was considering decreasing (but not eliminating) her order of PCF paper.

Lastly, It is interesting to note that for the first time the State used a "reverse auction" to bid the printing and writing paper contract. Through the reverse auction, the State pre-qualified the vendors and then scheduled a time for them to bid online, giving them an hour to keep bidding a lower price than their competitor. Overall, this process lowered papers costs. This experience has lead INFORM to consider approaching other project partners about using reverse auctioning as a way to lower prices for chlorine-free paper and other environmentally preferable products. Perhaps it something you may wish to explore as well?

YK

City of Oakland

ATTACHMENT NO. 1

All products being provided under this contract must chlorine-free, and non-dioxin producing and must contain at least 10 percent pre-consumer materials and 20 percent post-consumer materials.

Vendors must label or otherwise designate recycled content products as well as the percentage of recycled content of all items provided under this contract. The information provided must be in the format required in the specification. (even if the recycled content is zero).

PRE-CONSUMER MATERIAL is waste generated during production which cannot be returned to the same production process, nor used by another company to make a product similar to the original product, nor used by the same parent company to manufacture a different product, and includes all wastes generated during the intermediate steps in production and end product by succeeding companies.

POST-CONSUMER MATERIAL means end products that have been separated or diverted from the solid waste stream. An "end product" is an item that has completed the manufacturing and converting process and has been distributed or sold to a consumer. A "consumer" is any person or other entity that uses goods for its own needs and not for resale, to package other goods, or to manufacture other goods.

MEASUREMENT PROTOCOL FOR RECYCLED FIBER CONTENT

Recycled Content is measured on a "Net Balance" basis which defines the relative percentage relationship by weight between cellulosic fibers from virgin and recovered materials in the finished product. This calculation accounts for the fiber yield after deinking and cleaning operations. The calculation used to measure recycled content is expressed by the following equation:

$$\frac{(\text{Recovered Paper} \times \text{Yield})}{(\text{Virgin Pulp} \times \text{Yield} + \{\text{Recovered Paper} \times \text{Yield}\})} = \% \text{Recycled Fiber Content}$$

AUDIT: Definitions. "Services" as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

For services performed by Contractor pursuant to this Contract, Contractor shall maintain accounts and records as will adequately substantiate charges hereunder and shall produce such records for the City's audit upon the City's request, for a period of three (3) years following the furnishing of the respective services. The City shall have the right to examine accounts, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect compliance with all applicable federal, state and local laws, and to substantiate all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract. Such accounts and records shall be available at all reasonable times for examination by the City or at the City's option, shall be subject to verification by Contractor's independent auditors. The cost of certification by Contractor's independent auditor shall be reimbursable to Contractor by the City without regard to the authorized amount. The City shall give timely notice of its intent to perform such audit.

INSPECTION OF SERVICES: Definitions. "Services" as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

ATTACHMENT NO. 1

The City of Oakland has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. City of Oakland shall perform inspections and test in a manner that will not unduly delay the work.

If any of the services do not conform with contract requirements, the City of Oakland may require the contractor to perform the service again in conformity with the contract requirements, at no increase in contract amount. When the defects in service cannot be corrected by performance, the City of Oakland may (1) require the contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the service performed.

If the contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the City of Oakland may (1) by contract or otherwise, perform the services and charge to the contractor any cost incurred by the City that is directly related to the performance of such services or (2) terminate the contract for default.

INDEMNIFICATION: Contractor, at its own expense, shall indemnify and hold the City of Oakland, its Council, officers, employees, agents, customers, constituents, designees, and assignees harmless from any loss, damage, liability or expense, on account of damage to property and injuries, including death, to all persons, arising from any occurrence caused by any act or omission of contractor or its subcontractors related to the performance of this contract. Contractor, at its expense, shall defend any suit or dispose of any claim or other proceedings brought against said indemnities on account of such damage or injury, and shall pay all expenses, including attorney's fees, and satisfy all judgements which may be incurred by or rendered against said indemnitee.

In cases of material rejected due to non-compliance with this specification, it shall be the responsibility of the contractor to make all arrangements and bear all expenses in replacing the rejected material. Rejected material shall be picked up by the contractor at no cost to the City of Oakland.

Contractor may not subcontract any portion of the resultant contract without prior written consent by the City of Oakland. Failure to comply with this provision may result in termination of the resultant contract.

Bidders who intend to subcontract any portion of the work under the resultant contract, shall include a written request with their bid. The request shall describe the work to be subcontracted and identify the proposed subcontractor(s). If the subcontractor is approved, the City will issue a Notice of Non-objection.

Contractors who desire to subcontract any portion of the work after award of the contract must submit a written request. The request shall describe the work to be subcontracted and identify the proposed subcontractor(s). If the subcontractor is approved, the City will issue a Notice of Non-objection.

Approval of work for subcontracting shall not constitute an assignment of any of the prime contractor's obligations or liabilities under the resultant contract. The prime contractor shall remain fully responsible for proper and safe performance of the work, and shall remain fully liable for any and all acts or omissions of the subcontractor and his/her employees. Nothing contained in the contract shall create any contractual obligation or other liability on the City's part to the prime contractor's subcontractors and suppliers.

It shall be the responsibility of the contractor to maintain all insurance required as set forth in the Special

U.S. DEPARTMENT OF INTERIOR - CUSTODIAL RFP

PAPER TOWELS—PROCUREMENT LANGUAGE

*** This is a contract excerpt only. To view the entire contract please view the file listed after the heading, "Entire Contract:". To find this file, search the Paper Products aisle on the EPP Database <notes.erg.com> for the U.S. Department of Interior Custodial contract.

PRODUCT-SPECIFIC LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(f) Recycled Content Products -- Mandatory Characteristics: Standards for minimum recycled content are codified in the *Comprehensive Procurement Guide (CPG)* and can be found on EPA's CPG website, at <http://www.epa.gov/cpg>. Offerors also are advised that GSA's "Think Green" website, found at <http://pub.fss.gsa.gov/enviro/index.html>, links to the GSA's "Environmental Products Guide" and other potentially helpful sites. The Guide includes a section covering paper towels, toilet paper, toilet seat covers, recycled content trash bags, and cleaning cloths and pads. Guidance may also be found at <http://www.epa.gov/cpg/products/paper.htm> (and, particularly, the link to "Commercial/ Industrial Sanitary Tissue").

Offerors must identify what specific brand of product is proposed for use under this contract in each of five (5) product categories listed below. The offered products must meet each of the following Mandatory Characteristics or the offeror risks its proposal being eliminated from further consideration:

(3) Paper towels: The paper towels must contain at least 100% recovered materials and 50% postconsumer content.

OTHER APPLICABLE CONTRACT LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(a) This section (L.7) details what offerors must include in that severable portion of their technical proposals called the "Environmental Preferability Submission."

(1) Introduction: In September, 1998, the President issued Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. Accordingly, this solicitation requires that offerors provide information allowing the Department of the Interior (Department) to evaluate and verify the environmental preferability characteristics of the chemical cleaning products, supplies, and materials required in performance of this contract. This solicitation also

requires that offerors identify which products, supplies, and materials used under this contract will contain recycled content, as mandated by the U.S. Environmental Protection Agency (EPA) through EPA's publication of the *Comprehensive Procurement Guideline (CPG)*. Finally, offerors are being asked to address federal recycling mandates by proposing a strategy to manage and enhance waste minimization and recycling within the Main and South Interior Buildings

(2) Definitions: Environmentally preferable means that a product or service has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. *Chemical cleaning products* are the cleaning products, supplies, and materials required in performance of this contract. *Recycled content products* are products which are made with waste materials and by-products that have been recovered or diverted from solid waste.

(5) Mandatory and Desirable Characteristics--Recycled Content Products: In accordance with the EPA's *CPG*, the Department also has established both Mandatory and Desirable characteristics, as defined above with respect to chemical cleaning products, for evaluation of the offered *recycled content products* set forth at Subsection (f) hereof. As noted above, failure to meet the Mandatory criteria for any of those product categories and may result in the Government excluding an offeror's proposal from further consideration.

(6) Waste Minimization and Recycling Strategy: As set forth in more detail at Subsection (h) hereof, offerors also are required to propose a *Waste Minimization and Recycling Strategy* in this portion of their proposals. Failure to address this will result in a proposal being considered incomplete and accordingly, may result in the Government excluding the proposal from further consideration.

(g) Recycled Content Products – Desirable Characteristics: The following three (3) characteristics if present to some verifiable or demonstrable degree in an offered product, as applicable (e.g., as indicated by manufacturer's literature and/or by an independent certification firm), will, assuming that the product otherwise meets efficacy requirements (see Subsection (e) hereof), receive commensurate favorable consideration.

(1) Deinking of Recovered Paper: The Department prefers to avoid the procurement of recovered paper that has been deinked using a solvent that either contains elemental chlorine or is listed by the EPA under Section 313 of the Emergency Planning and Community Right-to-Know Act. Offerors must identify the deinking process used for each of the paper products identified in Subsection (f), above, for each of the offered products. Supporting documentation from the manufacturer is recommended. For reference, the relevant portion of the applicable *Green Seal* standard is 4.2 in Standard GS-9, "Environmental Standard for Paper Towels and Napkins."

(2) Bleaching of Recovered Paper: The Department prefers to avoid the procurement of recovered paper that has been bleached with either chlorine or any of its derivatives (such as hypochlorite and chlorine dioxide). Offerors must identify the bleaching process used for each of the paper products identified in Subsection (f), above, for each of the offered products. Supporting documentation from the manufacturer is recommended. For reference, the relevant portion of the applicable *Green Seal* standard is 4.3 in Standard GS-9, "Environmental Standard for Paper Towels and Napkins." See Attachment H.

(3) Additional Recycled Content Products: Higher recycled content percentages: First, the Department prefers that additional products--i.e., other than those enumerated at Subsection (f), above--

be made with recovered materials. Examples of products to be used in performance of this contract that can contain recovered and postconsumer materials include cleaning supply carts and waste collection carts. The offeror is invited to identify such other products and to provide information documenting the recovered material content and the post-consumer content of those products. Second, offerors are invited to propose, where applicable, higher than the mandated recycled content percentage for the recycled content products that are enumerated at Subsection (f) hereof. Offerors are advised that the Department will be particularly interested in the efficacy of these products and is likely to require samples.

(h) Waste Minimization and Recycling Strategies: First, as noted at Subsection (d)(4) hereof, the Department is interested in minimization of non-recyclable waste generated in the performance of this contract. Second, like most federal offices, the Department has a recycling program in place. There are approximately 155 centralized office paper recycling collection points throughout the building. Tenants collect paper at their desk and then deposit these materials in the central locations. There are approximately 25 locations from which newspaper, aluminum cans, and glass are collected from tenant areas in the building. As in all recycling programs, contamination of recovered materials can be a problem. Foreign matter is sometimes deposited incorrectly in the recycling collection bins. Sometimes, mixed paper is found in the white paper containers. Tenant participation in the recycling program is not complete and recyclable material often is found in office waste receptacles.

Accordingly, offerors shall propose methods or procedures, first, for minimizing the non-recyclable waste generated in performance of this contract and, second, to enhance separation under the existing recycling program of recyclable materials from waste generated throughout the building. While there is no minimum *Mandatory* threshold per se under this criterion, an offeror's failure to address these considerations may result in elimination of its proposal from further consideration and, in any case, will be deemed a proposal deficiency.

Currently, the Department provides for recycling of the following materials:

- Aluminum containers (e.g., beverage cans)
- Containers of PETE-1 or HDPE-2 plastic (e.g., drink bottles)
- Clear, green and brown glass bottles and jars
- White office paper
- Mixed office paper
- Newspaper
- Cardboard
- Telephone and other books
- Scrap metal, including steel containers

(The Department also may start recycling wooden pallets. See the Department's "Recycling Guidelines for Main and South Interior Buildings," dated November 24, 1993, Attachment I.)

With respect to enhancement of separation under the existing recycling program, offerors should address each of the following areas: (a) procedures for monitoring volume of waste and recyclables recovered; (b) rates of participation in the recycling program; (c) activities to promote participation and avoid contamination of recovered materials; (d) measures to ensure Contractor observance of the recycling program; and (e) procedures for recovery and recycling of the listed recycled materials. The purpose of requiring offerors to address this criterion is to ensure that the successful offeror has the willingness and

ability to develop and implement this portion ("Waste Minimization and Recycling Program") of the more detailed post-award Cleaning Operations and Stewardship Plan. See Section C.____.

(i) Firm/Key Personnel Experience with Environmentally Preferable Management: Offerors should include any relevant information pertaining to the past experience of their firm and/or key personnel (as identified in their Technical Proposal as required by Section L.6 hereof) in managing or performing one or more prior custodial contracts in an "environmentally preferable" manner. This can mean being mindful of some or all of the following: the environmental preferability of products used, recycled content considerations, waste minimization, or support of recycling programs. This information should be included with the "Environmental Preferability Submission."

Supplies, Materials, and Equipment to be Provided by the Contractor

a. Unless otherwise specified herein, the Contractor shall furnish all supplies, materials, and equipment necessary for the performance of work under this contract. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards and, to the extent feasible and reasonable, include the exclusive use of environmentally-preferable products. All supplies, materials, and equipment to be used in the performance of work described herein are subject to the approval of the COTR.

b. The Contractor will comply with all applicable provisions of the Federal Hazard Communication Program (29 CFR 1910.1200). Within two work days of receipt of materials or products for which a Material Safety Data Sheet (MSDS) has been promulgated by the manufacturer, the Contractor must provide the COTR with a valid copy of the MSDS for each hazardous material in use or stored in the Main and South Interior Buildings (Interior Complex). In addition, the Contractor will provide the COTR with the approximate quantities (i.e., \pm ten percent) and the location(s) of all hazardous materials stored by the Contractor within the Interior Complex. The Contractor must update this information at least once each quarter or more frequently when quantities for any hazardous material change by more than ten percent for any single product.

c. The Contractor must submit to the COTR a list indicating the name of the manufacturer, the brand name, and the intended use of each of the materials, chemicals, and compounds proposed for use in the performance of its work. The Contractor shall not use any materials, chemicals, or compounds which the COTR determines would be unsuitable for the intended purpose or harmful to the surfaces to which applied or, as might be the case for such items as paper or soap products, unsatisfactory for use by occupants. Whenever practical and no deviation from Federal specifications or standards results, the Contractor shall utilize products and material made from recovered materials (e.g., recycled paper and paper products) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. For the recycled content products evaluation, all non-chemical products proposed for use under this contract must conform to the Environmental Protection Agency (EPA) Comprehensive Procurement Guide (CPG) if the products are CPG-designated items. It is desirable for products that meet the desired objective (e.g., ability to clean effectively) and are not CPG-designated items also to contain the highest-possible amounts (by percentage) of recovered material(s) and post-consumer content.

The successful offeror will be required to meet or exceed the below-listed Mandatory environmental-preferability criteria referenced in Section L.7 and incorporated into the Contractor's Cleaning Operations

and Stewardship Plan for all of the chemical cleaning-products used during the performance of the contract.

d. Any material which the COTR suspects does not meet Federal specifications or standards shall be tested at the Contractor's expense by an independent testing laboratory qualified to perform such tests as are required. A copy of the laboratory report giving the results of the test and a sample of each product, if requested, shall be submitted to the COTR. These products shall meet the requirements established by applicable Federal specifications and standards or be considered unacceptable for use.

REQUIRED SUBMITTALS

(7) The Contractor must implement a comprehensive Affirmative Procurement Program for the purchasing of environmentally-preferable products and products made with recovered materials to the maximum extent possible. The Contractor shall detail how it intends to keep abreast of the development and increasing availability of environmentally-preferable products and how any new or improved products will be incorporated on an ongoing basis into contract performance. The Contract will also indicate how, at a minimum, it will conform to the Comprehensive Procurement Guidelines (CPG) published by EPA with respect to recovered material products. The Contractor must update its Program to accommodate CPG revisions. The Contractor must estimate the quantities of recycled-content and environmentally-preferable products that will be purchased during the term of this Contract;

(8) The Contractor must define and establish a Waste Minimization and Recycling Program to minimize the Contractor's on-site generation of non-recyclable waste generated during contract performance. The Program must also enhance the separation of recyclable materials from the non-recyclable waste generated throughout the building with collection-point- and/or post-collection-point-separation of recyclable materials. The Program must:

- (a) Define procedures for monitoring the volume of waste managed and recyclables recovered;
- (b) Determine the rate(s) of participation in offices throughout the buildings;
- (c) Define activities to promote occupant participation and discourage contamination of recovered materials;
- (d) Address measures to be taken to ensure that the Contractor's personnel observe and promote the Program, and;
- (e) Establish effective procedures relative to the recovery and recycling of the following materials, at a minimum:
 - (i) Aluminum containers (e.g., beverage cans);
 - (ii) Containers of PETE-1 or HDPE-2 plastic (e.g., drink bottles);

- (iii) Clear, green and brown glass bottles and jars;
- (iv) White office paper;
- (v) Mixed office paper;
- (vi) Newspaper;
- (vii) Cardboard;
- (viii) Telephone and other books; and
- (ix) Scrap metal, including steel containers.

(9) The Contractor shall define proper procedures for the storage of hazardous materials in conformance with good housekeeping practices, the National Fire Prevention Association (NFPA) Code, and applicable federal and municipal regulations. The Plan also must define proper procedures for the identification and disposal of hazardous wastes in accordance with federal RCRA regulations and the District of Columbia Municipal Regulations (DCMR), Title 20, Subpart E.

(10) The Contractor shall define a comprehensive program for training personnel in the requirements of this Plan and its subcomponents. The method and schedule for delivery of training must be defined. Processes for evaluation of training effectiveness must be proposed also. Draft training materials must be reviewed through the Stewardship Task Force and approved by the Contracting Officer prior to use with personnel.

(11) The Contractor shall define strategies that will be employed to communicate with building occupants to receive feedback on operations and complaints and to provide instruction on matters wherein the occupant must bare a responsibility or requirement. These communications must be cleared first through the Stewardship Task Force and approved by the Contracting Officer.

Minnesota Statutes 2000, Table of Chapters

Table of contents for Chapter 16B

16B.122 Purchase and use of paper stock; printing.

Subdivision 1. **Definitions.** The definitions in this subdivision apply to this section.

(a) "Copier paper" means paper purchased for use in copying machines.

(b) "Office paper" means notepads, loose-leaf fillers, tablets, and other paper commonly used in offices.

(c) "Postconsumer material" means a finished material that would normally be discarded as a solid waste, having completed its life cycle as a consumer item.

(d) "Practicable" means capable of being used, consistent with performance, in accordance with applicable specifications, and availability within a reasonable time.

(e) "Printing paper" means paper designed for printing, other than newsprint, such as offset and publication paper.

(f) "Public entity" means the state, an office, agency, or institution of the state, the metropolitan council, a metropolitan agency, the metropolitan mosquito control district, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, another special taxing district, or any contractor acting pursuant to a contract with a public entity.

(g) "Soy-based ink" means printing ink made from soy oil.

(h) "Uncoated" means not coated with plastic, clay, or other material used to create a glossy finish.

Subd. 2. **Purchases; printing.** (a) Whenever practicable, a public entity shall:

(1) purchase uncoated office paper and printing paper;

(2) purchase recycled content paper with at least ten percent postconsumer material by weight;

(3) purchase paper which has not been dyed with colors, excluding pastel colors;

(4) purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;

(5) use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;

(6) use reusable binding materials or staples and bind

documents by methods that do not use glue;

(7) use soy-based inks; and

(8) produce reports, publications, and periodicals that are readily recyclable within the state resource recovery program.

(b) Paragraph (a), clause (1), does not apply to coated paper that is made with at least 50 percent postconsumer material.

(c) A public entity shall print documents on both sides of the paper where commonly accepted publishing practices allow.

(d) Notwithstanding paragraph (a), clause (2), and section 16B.121, copier paper purchased by a state agency must contain at least ten percent postconsumer material by fiber content.

Subd. 3. Public entity purchasing. (a)

Notwithstanding section 365.37, 375.21, 412.311, or 473.705, a public entity may purchase recycled materials when the price of the recycled materials does not exceed the price of nonrecycled materials by more than ten percent. In order to maximize the quantity and quality of recycled materials purchased, a public entity also may use other appropriate procedures to acquire recycled materials at the most economical cost to the public entity.

(b) When purchasing commodities and services, a public entity shall apply and promote the preferred waste management practices listed in section 115A.02, with special emphasis on reduction of the quantity and toxicity of materials in waste. A public entity, in developing bid specifications, shall consider the extent to which a commodity or product is durable, reusable, or recyclable and marketable through the applicable local or regional recycling program and the extent to which the commodity or product contains postconsumer material. When a project by a public entity involves the replacement of carpeting, the public entity may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

HIST: 1Sp1989 c 1 art 18 s 2; 1991 c 337 s 3; 1992 c 464 art 1 s 7; 1992 c 593 art 1 s 2; 1993 c 249 s 2; 1994 c 465 art 1 s 1; 1995 c 247 art 1 s 1

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2/2

- Availability: Several organizations have compiled lists of recycled copy papers known to be processed without the use of chlorine or chlorine derivatives. For a list of such papers, visit the following web sites:

The Chlorine-Free Products Association

Lists TCF and PCF paper products it has certified and posts relevant news articles.
<http://chlorinefreeproducts.org/index.html>

Conservatree

Comprehensive and current information on recycled, chlorine-free and tree-free papers.
www.conservatree.com/paper/PaperGuide.shtml

Green Seal

This national non-profit organization sets environmental standards for products and awards a seal of approval to those products meeting its standards. It also issues reports on the environmental attributes related to various consumer products. Their Jan/Feb 2000 ChooseGreen Report focuses on recycled and chlorine-free copy papers. The report can't be found on their web site, but it is available from Pennsylvania's web site.
www.greenseal.org/
www.dgs.state.pa.us/comod/QA/green/cpaper.pdf

Specifying chlorine-free papers in bid solicitations

Since the terms ECF, PCF, and TCF are sometimes misinterpreted, INFORM recommends avoiding the use of these terms in the specification. INFORM recommends using the following standard developed by Green Seal:

"Neither chlorine nor any of its derivatives (such as hypochlorite and chlorine dioxide) shall be used in the bleaching agent if bleaching is employed in the manufacture of the product." [To further clarify this standard, the following statement could be added: "This is qualified by agreeing that the recycled fibers might have previously been bleached with chlorine in some form."]

Additional bid writing tips

- Specs for brightness: Papers that are processed chlorine-free vary in brightness. Purchasers should evaluate the need for brightness against the potential to preclude vendors from bidding on these papers. To avoid limiting paper choices, purchasers should consider whether it might be appropriate to slightly lowering the minimum standards for brightness.
- Expanding paper choices: While there are a variety of grades and colors available, these papers may or may not be familiar to local distributors. To encourage vendors to bid on these papers, purchasers are strongly encouraged to include in the solicitation a list of the recycled papers known to be processed chlorine-free. It is also recommended that purchasers send the solicitation directly to manufacturers to encourage them to work with local distributors. Lastly, for those purchasers that arrange a bidder conference, it would useful to take that opportunity to clarify the differences between ECF and PCF papers and to encourage vendors to offer PCF papers.
- Paper availability: Since paper availability is subject to change, INFORM recommends that the purchasers ask the vendor to indicate whether the chlorine-free papers require a longer lead time, and if so, to indicate the number of additional days required to obtain it.

- Verifying vendor claims: INFORM recommends that vendors be required to clearly identify which papers are processed chlorine-free and to submit documentation verifying these claims. Supporting documentation could include highlighting processed chlorine-free statements in product literature or providing the name, signature, and phone number of an official who can certify the bleaching process used.

Who else is using chlorine-free papers?

Several state and local governments are using chlorine-free papers. Some government entities, such as the Commonwealth of Massachusetts, encourage the purchase of chlorine free paper through policies and bid solicitations. While other government entities, such as Vermont have gone a step further and established a state contract for chlorine-free copy paper. Vermont is currently buying Rolland New Life DP 100. The Minnesota Central Stores, an office supply store for state agencies and local governments, expanded its choices of copy paper to include Badger Envirographic 100, which is processed chlorine-free and contains 100% post-consumer recycled content.

Memo

To: Michelle Buzbee (Larry Walker Associates) and Natalia Skolnik (Alameda County)
From: Kelly Luck, INFORM's Great Lakes Regional Representative, 612-278-7117
Date: 3/1/02
Re: Purchasing Chlorine-free Copy Paper

Opening remarks:

Over the past several weeks, I contacted paper mills and distributors to determine their ability to bid on government solicitations for processed chlorine-free (PCF) copy paper in the Ann Arbor and Kalamazoo area. While my research was specific to Michigan, I believe some of my findings may be of interest to you. Hopefully, this information can help you develop a well-crafted solicitation for PCF copy paper.

I have also included a list of the four PCF copy papers being manufactured today and contacts for the mills. Should a public entity move forward with a solicitation for PCF copy paper, I'd recommend that local distributors of these papers be identified and that the solicitation be sent to each potential bidder. Should you like assistance, INFORM could help identify and contact the distributors in your area.

Specify brands

- My recent conversations with distributors confirm there is still a lot of confusion regarding which papers are chlorine-free. To avoid vendors bidding the wrong paper, or worse, not bidding at all, I strongly recommend that the solicitation list the four brands shown below and include language that encourages vendors to bid on as many of these papers as possible.

Order in quantity

- The key to better prices is, of course, volume. The more chlorine-free paper, a government entity can commit to purchasing, the more favorable the bids are likely to be. The distance a distributor must transport the paper from the mill to its customers can affect the price of the paper, so committing to truckload quantities (about 800 cartons of paper) for example, may yield better pricing.
- The bid should also specify the minimum quantity that agencies will be able to order. When shipping the paper, most distributors prefer to deliver at least a pallet (which represents about 40 cases). If the bid allows for smaller quantities to be shipped, this will likely affect price.

Stipulate delivery terms

- Delivery terms can also affect pricing. For example, arranging for the paper to be dropped off at a loading dock is likely be cheaper than dropping the paper at the front door or delivering the paper inside the building. The solicitation should specify which type of delivery is expected so that the merchants can provide a more accurate quote.

Request samples

- Since the brightness and opacity of these papers will vary, consider obtaining samples prior to the bid and determining which papers are suitable. At a minimum, ask the vendors to submit samples with their bids.

Explore bidding PCF text papers

- Because copy paper has such a low profit margin, it is difficult for chlorine-free copy papers to compete with those that are not chlorine-free. It is possible that merchants can be more competitive when bidding chlorine-free text and cover papers since they have a greater profit margin.

There are four companies that make processed chlorine-free copy paper:

- Georgia Pacific (mills located in Washington and Oregon) sells Eureka 100
<http://www.gp.com/paper/eurekacopier.html>
Mill contact: Lecheryle Cooper @ 800-854-5345, ext. 15
- Rolland (mill is located in Quebec) sells New Life DP 100
<http://www.rolland.ca/rolland/papierfins/produits-pf-en.html>
Mill contact: Sandy Morgan @ 203-878-5895
- Badger (mill is located in Wisconsin) sells Envirographic 100
http://www.badgerpaper.com/printing/recycled_paper/enviro100.html
Mill contact: Mike Oswald @ 715-582-4551, ext. 5235
- New Leaf (Badger produces the paper under a private label) sells Encore 100
<http://www.newleafpaper.com/products.html#f>
Contact: Dave Rogers @ 888-989-5323, ext. 15 (California Office)
Contact: Michael Peek @ 212 645-5252, ext. 117 (New York Office)

How Do I Purchase Recycled-Content Paper Products?

Key Terms

Before buying recycled-content paper products meeting EPA's recommendations, you'll need to understand some important terms.

Postconsumer fiber:

- Is the paper recovered in our homes and offices.
- Does not include newsstand returns and printers' overruns.

Recovered fiber:

- Includes scrap generated at mills after the end of the papermaking process; converting and printing scrap; newsstand returns and printers' overruns; obsolete inventory of mills, printers, and others; damaged stock; and postconsumer fiber.
- Is not waste. EPA has replaced the term *waste paper* used in the 1988 guidelines with *recovered fiber*, to acknowledge that this material is a valuable resource.
- Must be repulped. Paper cannot simply be re-cut or repackaged to count as recovered-content paper.
- Does not include forest residues such as sawdust and wood chips from forestry operations.

Mill broke:

- Is scrap generated in a mill prior to the completion of the papermaking process.
- EPA recommends that you allow mills to count the recycled-content portion of mill broke. You should not count the nonrecycled-content portion, however.

Recycled-Content Recommendations

The *Paper Products RMAN II* recommends recycled-content levels that you can look for when purchasing paper products, as shown in the chart on the following pages. Use EPA's RMAN recommendations as a starting point. The recommendations are based on market research used to identify recycled-content products that are commercially available.

Rather than specifying just one level of recycled content, the RMAN recommends ranges for many paper products, which reflect what is currently available in the United States. The recycled content of paper products varies; therefore, you should contact local paper mills or merchants to determine product availability. Try to purchase paper containing the highest content that is available to you.

When buying paper other than printing and writing paper, specify that you want paper "containing X percent recovered fiber, including Y percent postconsumer fiber." (For most printing and writing papers, you can simply say you're looking for 30 percent postconsumer content.)

In addition, make sure you measure recovered and postconsumer fiber content as a percentage of the weight of all fiber in the paper, not as a percentage of the total weight of the sheet. (The total weight also includes the weight of dyes, fillers, and water used in the manufacturing process.)

The RMAN recommends recycled-content levels to look for when purchasing paper products.

Price Preferences

When new products are introduced in the marketplace, they are typically more expensive than comparative products that are already well-established, due in part to limited production capabilities and product availability. As product demand and production capabilities increase, the price of the product tends to decrease. This was true for a wide variety of consumer products such as color televisions, VCRs, CD players, computers, and DVD players. It was also true for recycled-content products such as paper, which is now priced almost the same as its traditional counterpart in some parts of the country.

To encourage the purchase of recycled-content and environmentally preferable products that are sometimes more expensive than their traditional counterparts, many state and local communities have established price preferences. A price preference acknowledges a buyer's willingness to pay extra for products with specific environmental features such as recycled content. A 10 percent price preference, for example, allows a buyer to reduce the cost of a recycled-content product by 10 percent when comparing it with the cost of its virgin-content counterpart. As a result, a buyer instructed to purchase the lowest priced product could consider a recycled-content product priced at \$100 to be equivalent, for cost comparison purposes, to a virgin product priced at \$90. Under this scenario, the buyer could elect to buy the recycled-content product for \$100, even though it was more expensive, because the price fell within the 10 percent price preference established for recycled-content products.

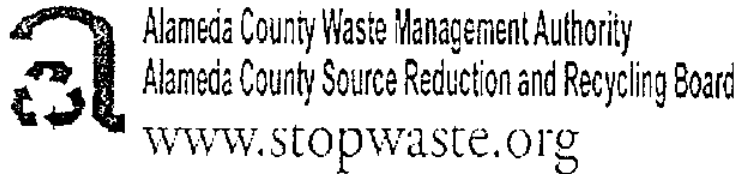
Price preferences are an important EPP strategy because many state and local governments employ a "low bid wins" purchasing strategy. Under the traditional low bid wins approach, purchasers buy the products and services available for the lowest initial cost. If two competing products meet minimum performance requirements, the lower priced product is purchased even if one performs significantly better than the other.

To retain the low bid wins strategy and still maintain a preference for environmentally preferable products, which are sometimes more expensive, numerous state and local governments have adopted price preferences. A few examples are listed below:

- **Washington** has a 10 percent price preference for any recycled-content product designated by EPA's Comprehensive Procurement Guidelines Program.⁹
- **Cincinnati, Ohio**, includes a 3 percent price preference for products it considers environmentally preferable.
- **San Diego County, California**, includes a 5 percent price preference for environmentally preferable products.
- **Vermont** has a 5 percent price preference for recycled-content products.

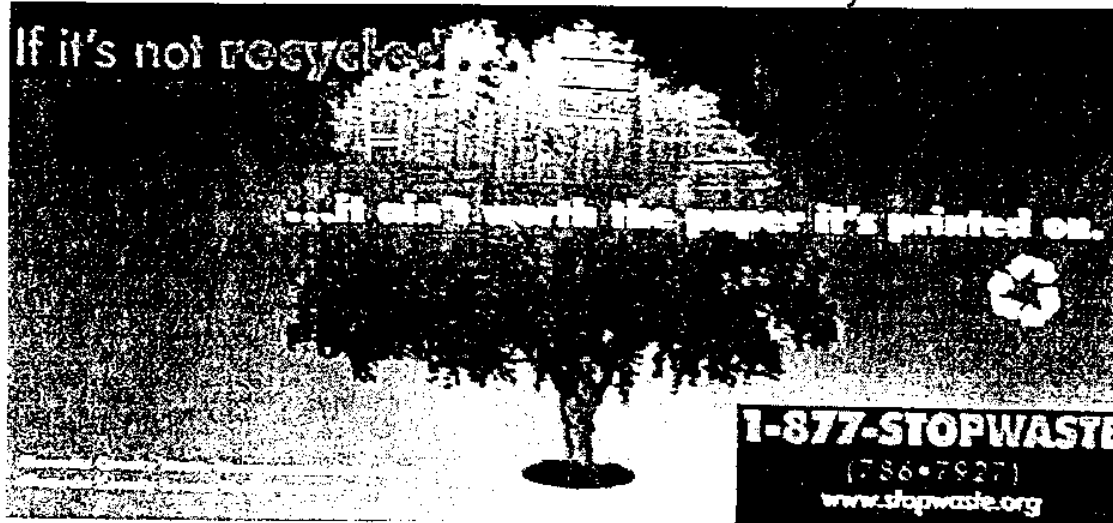
1/1

⁹ For a current list of EPA's designated products, visit www.epa.gov/cpg/products.htm.



Where to Buy Recycled Paper

A Consumer Resource for Alameda County



(BART Billboard)

Recycling doesn't end at the curbside or in the workplace. When recyclable materials are collected, they are generally made into new products. Consumer demand for these products is what supports the recycling process.

- Buying recycled is good for the environment
- Buying recycled is good for business

Be Sure to Check the Label

"Recycled content" represents the percentage of material recovered from the waste stream that goes back into making a new product. "Postconsumer" indicates materials that have been recycled after consumer use. Always ask for maximum postconsumer-content.

[Listing of Retail Sources](#)

[Listing of Wholesale Sources](#)

[Listing of Catalog and Internet Sources](#)

[A Cooperative Source](#)

[Tree-Free Paper](#)

[Recycled Paper Internet Links](#)

1/6

Retail

Retail Sources	Location	Internet Ordering	Postconsumer content; other recycled products available
Xpedx (510) 489-5475 Acct. Services (510) 839-8863 Store www.xpedx.com	Oakland		White: 30-100% Color: 30% Printing papers: 10-100% Office supplies
Blaisdells Stationers (510) 483-3600 www.blaisdells.com	San Leandro		White: 30% Color: 30% Office supplies
Ecology Center Store (510) 548-3402	Berkeley		White: 100% Color: 30% Office supplies
J.C. Paper (510) 568-6604 Store (800) 245-2650 for deliveries www.jcpaper.com	Oakland		White: 30% Color: 30% Printing papers: 20-100%
Kelly Paper Store (800) 67-KELLY www.kellypaper.com	Hayward, Oakland		White: 30% Color: 20-30% Printing papers: 10-100%
Kinko's (510) 357-8050 www.kinkos.com	Alameda, Berkeley, Emeryville, Fremont, Hayward, San Leandro		White: 30-100% Color: 20%
Office Depot (800) 685-8800 www.officedepot.com	Berkeley, Dublin, Fremont, Oakland	YES	White: 30% Office supplies
Office Max (800) 788-8080 www.officemax.com	Emeryville, Fremont, Pleasanton, San Leandro, Union City	YES	White: 20-30% Office Supplies
Piedmont Stationers & Office Supplies (510) 655-2375	Oakland		White: 10-30% Color: 10-30% Office Supplies
Radstons Office Supply Co. (510) 843-2610	Berkeley		White: 30% Office supplies
Staples (800) 333-3330 www.staples.com	San Ramon	YES	White: 30% Office Supplies

26

Treible Stationers Inc (510) 537-3600	Castro Valley	White: 30% Office Supplies
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Wholesale

Wholesale Distributors	Location	Postconsumer content available in copy paper; other products available
Nationwide Paper (800) 652-1326 www.nationwidepapers.com	Union City	White: 20% Printing Papers: 30-100% Minimum Order: \$500
J.C. Paper (510) 568-6604 Store (800) 245-2650 for deliveries www.jcpaper.com	Oakland	White:30% Color:30% Printing papers: 20-100% Minimum order: \$200 for deliveries
New Leaf Paper (888) 989-5323 www.newleafpaper.com	San Francisco	White: 30-100% Color: 100% Printing Papers: 20-100% Minimum Order: varies
Spicers Paper (800) 832-2311 www.spicers.com	Union City	White and Color: 10-100% Printing papers:10-100% Minimum Order: \$500 without an account
Unisource (800) 360-1170 www.unisourcelink.com	Pleasanton	White and Color:30% Printing Papers: 20-30% Minimum Order: \$300
Xpedx (510) 489-5475 Acct. Services (510) 839-8863 Store www.xpedx.com	Oakland	White: 30-100% Color: 30% Printing papers: 10-100% Office supplies Minimum order: \$500

Catalog and Internet

Catalog & Internet Ordering	Catalog Ordering Available	Internet Ordering Available	Postconsumer content paper available & other office products
Boise Cascade (800) 472-6473 www.bcop.com	YES	YES	White: 30% Color: 30%
Corporate Express (Hayward, Newark) (510) 475-7700 www.corporateexpress.com	YES	YES	White: 30% Color:30% Office supplies

Give Something Back (Oakland) (510) 635-5500 www.givesomethingback.com Web orders: www.officesupply-link.com/5662	YES	YES	White: 10-100% Color: 10-50% Office supplies
Green Earth Office Supply (San Jose) (800) 327-8449 www.greenearthofficesupply.com		YES	White: 30-100% Color: 24-35% Office supplies
Greenline Paper (800) 641-1117 www.greenlinepaper.com	YES		White: 60-100% Color: 30-100% Office Supplies
Greg Barber Company/Graphic Paper (800) 840-4555 x113 or x138 www.gregbarberco.com		YES	White: 30-100% Tree Free Paper
Green Order (Business/Gov't customers only) (212) 925-9140 www.greenorder.com		YES	White: 30-100% Color: 30-100% Office Supplies
Le Desktop (800) 533-3758 www.ledesktop.com		YES	Specialty Recycled Papers, Envelopes Tree Free Paper
KP Products Inc./Vision Paper (505) 294-0293 www.visionpaper.com		YES	White: 30% Tree Free Paper
Quill Corporation (800) 789-1331 www.quillcorp.com	YES	YES	White: 30% Color: 20% Office Supplies
Real Earth Environmental Company (800) 987-3326 www.treeco.com	YES	YES	White: 30-100% Color: 30-100% Office Supplies
Recycled Office Products (800) 814-1100 www.recycledofficeproducts.com	YES	YES	White: 30-100% Color: 30-100% Office Supplies
Treecycle Recycled Paper (406) 586-5287 www.treecycle.com	YES	YES	White: 5-100% Color: 30% Office Supplies
US Office Products (Hayward)	YES	YES	White: 30% Color: 30%

4/6

(510) 476-2300 www.usop.com			Office supplies Business deliveries only
Viking Office Products (800) 421-1222 www.vikingop.com	YES	YES	White:30% Color: 10% Office Supplies

Cooperative Source

Recycled Products Purchasing Cooperative (800) 694-8355 www.recycledproducts.org Email: solana@adnc.com	Open to commercial and public sectors, this co-op leverages its group buying power to purchase paper from a supplier at reduced rates.
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Tree-Free Paper

Costa Rica Natural (800) 777-3378 www.costaricanatural.com	Banana, coffee, tobacco
Green Earth Office Supply (800) 327-8449 www.store.yahoo.com/greeneearthofficesupply	Arbokem, hemp, kenaf, organic cotton
Greenline Paper (800) 641-1117 www.greenlinepaper.com	Hemp, kenaf, cotton denim (100%), US currency
Greg Barber Company (800) 840-4555 x113 or 1138 www.gregbarberco.com	Denim, hemp, kenaf, old money, weeds
KP Papers/Vision Papers (505) 294-0293 www.visionpaper.com	Kenaf
LeDesktop (800) 533-3758 www.lesdesktop.com	Banana, beer, denim, grass clippings, seaweed
Living Tree Paper Company (800) 309-2974 www.livingtreepaper.com	Hemp, flax
Real Earth Environmental Company (800) 987-3326 www.treeco.com	Bamboo, banana fiber, kenaf, denim, old money

Recycled Paper Links

U.S. Environmental Protection Agency Comprehensive Procurement Guidelines	www.epa.gov/cpg
Recycled Products Purchasing Cooperative	www.recycledproducts.org
Recycled Paper Coalition	www.papercoalition.org
Conservatree	www.conservatree.org
Rethink Paper	www.rethinkpaper.org
Buy Recycled Business Alliance	brba.nrc-recycle.org
Bay Area Recycled Paper Campaign	www.recycleworks.org/paper.htm

[In the News](#) [Recycling](#) [Educational Resources](#)
[Reports & Studies](#) [Business Recycling](#)
[Construction & Demolition](#) [Home Composting](#)
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**Alameda County Waste Management Authority &
Alameda County Source Reduction and Recycling Board**



6/6

APPENDIX D: COPIERS AND USE OF RECYCLED CONTENT PAPER

In the past, the perception -- perhaps based on some instances of reality in the early days of recycled paper, complicated by frequent use of non-copier grade recycled papers in copiers - has been that the use of recycled content paper has caused problems in copiers. Copier service technicians have tended to blame malfunctioning of their equipment on the recycled paper being used, although both the paper and the equipment manufacturers say that this is not the case.

Some copier users believe that their warranties will be voided if recycled papers are used in their machines, although all copier manufacturers say this is not the case.

Because this has been such an issue, some organizations have included specific language in their copier and copier service contracts to state that:

Copier technicians shall place all recyclable materials that they bring onto DWP premises (corrugated cardboard boxes, paper, etc.) into the appropriate DWP recycling bin/s wherever such bins are available. Technicians shall remove any empty toner bottles from DWP premises. ***Technicians shall not tell DWP employees that recycled paper does not work well.*** [From LA Department of Water and Power RFP for copier services.]

Excerpt from MA Copier contract —

4.4. ADDITIONAL TECHNICAL REQUIREMENTS FOR ALL CATEGORIES OF EQUIPMENT

In addition, the following criteria MUST be met:

Warranties and service contracts MUST not preclude the use of recycled paper and/or the use of remanufactured supplies under this contract. Service contractors MAY NOT fault the use of such recycled paper and/or supplies for equipment failures, as long as these products are on contract with the Commonwealth.

5. Contractors are prohibited from affixing warning labels to equipment regarding the use of generic supplies. Agents of the Equipment Contractor may not communicate to any end user that a supply product selected on this contract should not be used, is inconsistent or will cause a problem in any way. Comments based on opinion or conjecture related to the quality or effectiveness of non-OEM supplies must be completely avoided. However, when it is perceived that the use of a non-OEM consumable may be a factor in a equipment performance problem, the following procedures must be adhered to:

4.4.1. Equipment Contractor

Once the problem is identified or thought to be related to the consumable, the technician must determine the manufacturer and lot number of the supplies. The technician must then provide, in writing, a detailed explanation of the equipment malfunction and how the use of the alternate brand supplies relates to the problem.

The communication along with copies of the three previous service call reports must be faxed to the supply bidder within twenty-four hours. This is necessary for the supply Contractor to evaluate and take corrective action to rectify the problem.

4.4.2. Supply Contractor

Must contact the supply manufacturer to determine if similar problems of this type have occurred in other

locations. If it is determined that the specific lot number be defective, the supply distributor must make arrangements with the supply manufacturer to replace the lot number in question. If it is determined that the supplies are not defective, the supply Contractor may provide and install, at its option, OEM brand supplies to determine if in fact the problem is corrected by using brand name supplies.

The supply Contractor also reserves the right, at their expense and with the approval of the Commonwealth's Contract Manager, to have a factory trained independent repair technician evaluate the nature of the complaint and provide a written explanation of how the problem may be resolved. This repair technician's report will be made available to the supply bidder, equipment bidder and the Commonwealth of Massachusetts within twenty-four hours of the inspection.

4.4.3. Equipment and Supply Contractors

It is expected that both the equipment Contractor and supply Contractor will have taken all necessary steps to ensure the problem is not directly related to end user/operator error. It is also understood that all supplies will be handled and stored properly as detailed on the manufacturer's packaging. During this process, the Department has the option to exercise the Loaner equipment terms and conditions of this contract. Failure to adhere to the above-specified policies could result in contract termination. The Contract Manager may remove supplies that cause equipment problems due to poor design or poor quality control from this contract.

Another approach might be to have a copier contract which is more of a comprehensive service contract that includes the provision of copiers, recycled content paper as well as maintenance services so as to avoid finger-pointing at the other party, when there is a problem. NASA has such a contract, which, with other features, is saving them millions of dollars. See
<<http://www.epa.gov/opptintr/epp/ppg/case/nasacopy.htm>>



STANDARDS

Printing and Writing Paper (GS-07)

Third Edition, August 26, 1994

Copyright 1994 Green Seal, Inc.

1. Product-Specific Performance Requirements

1. The product must be made in accordance with reasonable industry practice with respect to quality and performance.

2. Product-Specific Environmental Requirements

The product must meet the requirements under either section 2.1 (Recycled Content Requirements) or section 2.2 (Production Process Requirements).

1. Recycled Content Requirements: for high-speed copy paper, offset paper, forms bond, computer printout paper, file folders, and white woven envelopes, the product shall contain at least 20 percent post-consumer materials. For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the product shall contain at least 50 percent recovered materials, including 20 percent post-consumer materials. The percentage of recovered material and post-consumer material shall be calculated and certified based on the fiber weight of the paper. Calculations will also be performed based on the total weight of the paper.

The calculation of recycled content based on fiber weight shall be performed using the following formulas:

$$\text{Recovered material} = \frac{[(\text{recovered material} \times \text{yield})]}{[(\text{virgin pulp} \times \text{yield}) + (\text{recovered material} \times \text{yield})]}$$

$$\text{Post-consumer material} = \frac{[(\text{post-consumer material} \times \text{yield})]}{[(\text{virgin pulp} \times \text{yield}) + (\text{recovered material} \times \text{yield})]}$$

The calculation of recycled content based on total weight shall be performed using the following formulas:

$$\text{Recovered material} = \frac{[(\text{recovered material} \times \text{yield})]}{[(\text{non-fibrous material} \times \text{yield}) + (\text{virgin pulp} \times \text{yield}) + (\text{recovered material} \times \text{yield})]}$$

$$\text{Post-consumer Material} = \frac{[(\text{Post-consumer Material} \times \text{Yield})]}{[(\text{Non-Fibrous Material} \times \text{Yield})]}$$

$$+ (\text{Virgin Pulp} \times \text{Yield}) + (\text{Recovered Material} \times \text{Yield})]$$

Yield loss will depend on the product manufactured, the raw material, the level of contaminants and the cleaning and deinking technology employed. The percentage yield shall be calculated by dividing the total material output by the total material input.

The percentage of recovered material and post-consumer material shall be calculated based on a weighted average of the materials used for a period of time not to exceed the previous three months.

2. **Production Process Requirements:** if recovered material is used to manufacture the product, it shall not be de-inked using a solvent containing chlorine or one listed by the Environmental Protection Agency pursuant to Section 313 of the Emergency Planning and Community Right to Know Act (EPCRA), 40 CFR section 372; neither chlorine nor any of its derivatives (such as hypochlorite and chlorine dioxide) shall be used in the bleaching agent if bleaching is employed in the manufacturing of virgin pulp used in the product, in the processing of recovered material, or in the manufacturing of the product itself.

3. Packaging Requirements

1. Packaging shall not contain inks, dyes, pigments, stabilizers, or any other additives to which any lead, cadmium, mercury, or hexavalent chromium has been intentionally introduced.
2. The sum of the concentration levels of lead, cadmium, mercury, and hexavalent chromium present in any package or packaging components shall not exceed 100 parts per million by weight.

4. Labeling Requirements

1. The Green Seal Certification Mark may appear on the packaging and the product itself.
2. Whenever the Certification Mark appears on a package or product, the product or package must contain a description of the basis for certification. The description shall be in a location, style, and typeface that are easily readable by the consumer.



List of Standards



• PRODUCTS • PARTNERS • CERTIFICATION • PROJECTS • ABOUT US

[Home](#) | [Products](#) | [Partners](#) | [Standards](#) | [Projects](#) | [About Us](#)

Excerpted from State of Wisconsin Paper Contract:

Reporting Requirements

In order for the Department of Administration to comply with state recycling law, the awarded vendor(s) must submit quarterly reports on paper purchasing activity by state agencies. For all recycled and non-recycled paper products, the report shall include:

- ordering agency
- item number, item description, unit price, recycled content
- total purchases (dollar amount) per item.

An Excel spreadsheet file is the preferred format, and it may be sent electronically or provided on a disk. Spreadsheet line items must be complete so that the file may be subsequently sorted and subtotaled in several different ways:

DOA will look at total statewide purchases of various products, comparing purchases of recycled products to their non-recycled counterparts. DOA uses this information to judge product availability and acceptance, to understand price differences, and to provide benchmarks by which to judge individual agencies' purchasing. The report may also be used to audit contract pricing.

DOA will also look at the same comparisons for individual agencies.

Reports will be due on the last business day of the month following each calendar quarter, for example:

January-February-March quarterly report is due April 30, 1999.

April-May-June quarterly report is due July 30, 1999.

July-August-September quarterly report is due October 29, 1999.

October-November-December quarterly report is due January 31, 2000.

If the contractor is unable to provide the report in an Excel file format, or prefers to use their own existing programming, alternative arrangements can be made as long as the necessary information is provided. Contact Dan Wehrman, Department of Administration at (608) 267-6922 if bidders have any further questions about the reporting requirement.

Michelle Buzbee

From: cfpa1@attglobal.net
Sent: Tuesday, April 09, 2002 10:35 AM
To: Environmentally-preferable products procurement
Subject: [eppnet] RE: Tracking EPP Purchases

Eun-Sook,

The Chlorine Free Products Association provides a transparent tracking system for EPP paper products via a spread sheet based on the number of pounds of certified PCF {Processed Chlorine Free} or TCF paper purchased. This third party auditing documents the number of trees saved, gallons of water saved, gallons of water not contaminated with chlorinated organochlorines, POP's {Persistent Organic Pollutant's} and PBT's {Persistent Bioaccumulative Toxin's}. It also verifies that the correct math was used to determine post consumer content, following the post consumer fiber from the City Forest, to the sorting process, to the de-inking process, to the final paper making mill. On the virgin side we

are able to follow the trees from the forest to the TCF {Totally Chlorine Free} pulp mill, no old growth and sustainable forestry practices such as FSC, to the final paper making mill.

As a means to track what grades have been certified request from your paper supplier a Certificate of Authenticity. This document is signed by the TAPPI{Technical Association of the Pulp and Paper Industry} Fellow who performed the audit, the Mill Manager and CEO of the certified producer.

I would be happy to provide a copy of the excel spread sheet and copies of the Certificate of Authenticity to whoever purchases certified TCF/PCF papers.

Archie
CFPA

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EPPNET, the Environmentally Preferable
Products Procurement Listserv sponsored by
The Northeast Recycling Council (NERC)
For more information visit this list's webpage
at <http://www.nerc.org/eppnet.html> or NERC's
home page at <http://www.nerc.org/>

V. List of Resources

General Environmentally Preferable Purchasing (EPP) Resources

1. Federal Government Resources

EPA's Environmentally Preferable Purchasing Program, Web: www.epa.gov/oppt/epp

Web site contains numerous resources, including a searchable EPP database, which makes it easier to purchase products and services with reduced environmental impacts. There is also a Promising Practices Guide, an online source for green purchasing tips, strategies, and success stories, and the multimedia EPP Training Tool, where users are able to watch, listen, and learn as EPP is explained with audio narration and animated graphics. Additionally, background information on EPP is available, such as the Executive Orders outlining EPP and EPA's Final Guidance on EPP. Numerous publications are also available, including fact sheets, case studies, and issues of EPP Update, a biannual newsletter.

EPA's Energy Star Program, Web: www.epa.gov/energystar

Voluntary program that promotes energy efficient products by labeling with the Energy Star logo and educating consumers about the unique benefits of energy efficient products. The Web site contains fact sheets, publications, product specifications, and lists of manufacturers and partners.

EPA's Comprehensive Procurement Guidelines Program, Web: www.epa.gov/cpg

Part of EPA's continuing effort to promote the use of materials recovered from solid waste. The Web site contains detailed information on various recycled-content products and manufacturers as well as fact sheets, buy recycled news, and links to additional resources.

The Office of the Federal Environmental Executive, Web: www.ofee.gov

Serves to enforce Presidential Executive Order 13101, which is designed to further expand and strengthen the Federal government's commitment to recycling, buying recycled content, and environmentally preferable products. The Web site contains various reports and resources.

2. State and Local Government Resources

Government Purchasing Project (GPP), Web: www.gpp.org

Dedicated to protecting the environment and human health through the effective use of purchasing power in addition to traditional advocacy. GPP works to encourage the government to use its immense purchasing power to promote safe, cost-effective, energy-efficient, and environmentally-sound products. Site includes a chlorine free paper page, www.gpp.org/chlorine which lists the states that mandate the purchase of chlorine free paper.

King County, Washington, Web: www.metrokc.gov/procure/green

Has one of the most well-established EPP Programs in the United States. Its Web site contains numerous EPP resources, including a model policy, contract language, detailed outlines of experience with several products, EP Bulletins, and links to various EPP resources.

The Commonwealth of Massachusetts, Web: www.state.ma.us/osd/enviro/enviro.htm

Hosts a comprehensive EPP Web site that includes valuable resources for procurement officials. The site contains detailed information on an extensive list of products, including specifications and fact sheets, as well as a thorough list of links to various EPP-related Web sites.

Minnesota's Environmental Purchasing, Web: www.moea.state.mn.us/lc/env_purc.cfm

Web site contains a unique searchable directory of recycled-content products made in Minnesota, as well as a list of model EPP programs in various local governments and states.

3. Other Environmental Purchasing Related Resources

The National Association of Counties' (NACo) Environmentally Preferable Purchasing Starter Kit, Web: www.naco.org/programs/envir/purchase.cfm

Contains numerous resources to facilitate the implementation of EPP practices. The kit contains an overview of greening procurement, four case studies, a comprehensive list of resources, a sample environmental purchasing resolution, a baseline survey, and a model press release. The kit can be ordered through NACo's EPP Web site, or by calling their publications department at (202) 942-4256.

The Center for a New American Dream, Fact Sheet, Tokoma Park, MD. <http://www.newdream.org/>

Chlorine Free Products Association (CFPA), Web: www.chlorinefreeproducts.org

Promotes products free of chlorine chemistry. Website lists endorsed chlorine-free products.

Forest Stewardship Council (FSC), Web: www.foreststewardship.org

Trains, accredits and monitors lumber certifiers.

GreenOrder.com, GovSalesnet.com, FedMarket.com

These websites gather purchasing information about "green" products into one purchasing "portal." While all are new and still developing, their plan is to be a "one-stop shopping" place for government and corporate purchasers of green products.

Green Seal, Web: www.greenseal.org

Independent, nonprofit organization dedicated to protecting the environment by promoting the manufacture and sale of environmentally responsible consumer products, such as cleaners, paint, and office equipment. It sets environmental standards and awards a "Green Seal of Approval" to products that cause less harm to the environment than other similar products.

Scientific Certification Systems, Web: www.scs1.com

Neutral, third-party testing and certification organization evaluating a wide variety of environmental claims in various product areas, including cleaning products, building materials, and office supplies. The Web site contains a description of their standards and a list of all certified products.

The Northeast Recycling Council (NERC), Web: ww.nerc.org/eppnet.html

Established EPPNet, the Environmentally Preferable Products Procurement Listserv, to link federal, state, local, and private procurement and environmental officials charged with purchasing environmentally preferable products and developing policies for the procurement of these products. The EPPNet is intended to provide quick access to information such as: availability of product specifications, lists of vendors for particular products, pricing information, strategies to achieve environmentally preferable

procurement goals, and federal procurement policies.

State of Oregon Resources

Department of Administrative Services (DAS) utility bill and recycling statistics, Elin Shepard, DAS Resource Conservation Manager.

1998 Oregon Material Recovery Survey Report, Oregon Department of Environmental Quality. Web: www.deq.state.or.us/wmc/soldwaste/recycmaterial.html
Annual survey of Oregon recovery of recyclable materials.

Waste Composition Study, Oregon Department of Environmental Quality, Peter Spendelow.
Provides data on overall disposal rates and disposal rates for various materials.

Recommendations for New Directions in Solid Waste Management, Waste Policy Leadership Group Advisory Body to DEQ (Department of Environmental Quality), January 2001. Web: www.deq.state.or.us/wmc/solwaste/wplg.html
An advisory group appointed by the Environmental Quality Commission made recommendations to DEQ's Waste Prevention Policy and Program Section for new state goals to reduce waste generation, increase recycling levels and promote product stewardship.

Organizations

Alliance for Environmental Innovation, Web: www.edfpewalliance.org

An offshoot organization of Environmental Defense (formerly Environmental Defense Fund) which started with funding by the PEW Charitable Trust, is working with a major catalog company to help it convert to recycled coated paper. Their intent is to provide a model that other catalogs can then follow to convert to using recycled papers. *Alliance for Environmental Innovation* with funding from the U.S. Environmental Protection Agency and the U.S. Postal Service, developed a web-based Paper Calculator that calculates the U.S. average environmental releases and energy and wood consumption summed across the full "life cycle" of each of five major grades of paper and paperboard. For a given grade, it allows the user to compare the environmental impacts of papers made with different levels of post-consumer recycled content, ranging from 0% (i.e., virgin paper) to 100%. Site also includes a full case study on the UPS packaging project and has a special section on paper: 5 Simple Steps You Can Take Toward "Greener" Paper, and a section entitled 6 Steps to Greener Printing".

Certified Forest Products Council (CFPC), Web: www.certifiedwood.org

A non-profit business organization that promotes the conservation, protection, and restoration of the world's forests. CFPC advocates the adoption of independent third-party forest certification, and brings businesses and environmental interests together to build purchase-power-based solutions to drive change in the management of our forests.

Conservatree, Web: www.conservatree.com

Has tips, strategies and case studies on ways to reduce paper consumption. Opportunities listed out for the following categories: eliminating, reducing and reusing paper. Also has tips on reducing packaging waste. Website also provides very detailed information about: paper types; how to choose paper; "greener" paper listings; paper making; environmental issues; FAQ: and things individuals can do minimize their impacts on using paper.

Coop America, Woodwise Consumer Initiative, Web: www.coopamerica.org, and/or: www.woodwise.org

Mission is to provide far-reaching economic strategies for achieving environmental sustainability and social justice. For years, their innovative, practical tools have helped consumers and businesses harness their spending and investing power for people and the planet. Coop America publishes the acclaimed National Green Pages and the Socially Responsible Financial Planning Handbook. Coop America has a WoodWise Consumer Initiative which produces The WoodWise Consumer Guide, which contains practical tips and resources that consumers can use every day to conserve wood and paper and purchase forest-friendly products that help preserve forests around the world.

Forest Ethics (formerly Coastal Rainforest Coalition), Web: www.forestethics.org

Originally a coalition formed by several U.S. environmental groups to organize opposition to clearcutting in the Great Bear Rainforest in British Columbia, Forest Ethics is now an independent nonprofit dedicated to promoting corporate commitment to procurement of sustainable wood fiber products, including paper. Through activist, organizing, and networking tactics, the group has convinced dozens of major U.S. corporations to sign policy commitments and is now working with many of them to help them convert to timber, paper and packaging that comes from sustainable sources. Among options they encourage are recycled and tree free papers. Several companies are making significant strides in converting their packaging to old-growth free and recycled content; many others are now tackling paper issues. Their website includes an 8-step plan for companies to follow in order to identify the forest sources of their papers, analyze the resulting information, and implement an old-growth-free procurement process.

PAPER Project, Web: www.EcoPaperAction.org

Conservatree, Co-op America and the Independent Press Association (which represents over 300 magazines) are working on a campaign to convert magazines to environmental paper choices. While some magazines are able to use papers with high recycled and sometimes tree free content (which generally cost considerably more than virgin papers), the project is focused on getting magazines converted onto recycled papers with at least the EPA minimum contents (10% postconsumer for coated papers, 30% for uncoated). The Project expects that increased demand will eventually encourage paper manufacturers to increase postconsumer contents at competitive prices in the papers they make. In addition to providing hands-on assistance to publishers and their printers, the PAPER Project has also started a paper-buying co-op that provides 100% postconsumer, processed chlorine free offset paper at competitive rates to small publishers and is working on starting another co-op for coated paper.

PAPER Project Wizard, Web: www.EcoPaperAction.org

Developing a calculator which will allow paper users (focused on magazines, but available to others) to calculate the environmental impacts of their paper choices, then translate those impacts into readily understandable comparisons. The first impacts calculation will be the number of trees needed to make different papers; other impacts will be added. The calculator is expected to go up on the EcoPaperAction.org website within the next few months.

Rainforest Action Network, Web: www.ran.org

Seeks to catalyze a transition in the forest products sector by eliminating the markets for old-growth wood products, while redirecting consumption towards ecologically sustainable alternatives. Coordinating a Tree Free Campus Student Campaign campaign on college campuses to convert campus paper purchases to 100% recycled or tree free (kenaf, hemp, agricultural residues). This campaign appears to have made enough impact already that several paper companies are watching it closely.

Reach for Unbleached! Web: www.rfu.org

Seeks to promote the elimination of chlorine and chlorine derivatives from the manufacture of pulp and paper. Established a buyers cooperative in conjunction with Paper Choice, to supply Rolland New Life Dual Purpose Paper. 80% recycled (60% PCW, 20% PRE), 20% virgin fiber (not from old growth). 80% PCF and 20% TCF; Produced in Quebec, Canada. Certified by CFPA as PCF and not containing old growth content.

Resource Conservation Alliance (RCA), Web: www.rca-info.org

Mission is to protect natural forests and other ecologically important systems through market- and commodity-based conservation strategies. These strategies include reduced consumption and increased recycling, redesign and resource diversification. While RCA believes that the forest conservation movement must work on habitat protection, product certification and demand reduction simultaneously and with equal vigor. RCA focuses primarily on demand reduction, the least developed of these three strategies. The product categories RCA will focus on include: paper, building products, pallets, furniture, packaging and bio-composite alternatives.

Recycled Paper Coalition, Web: www.papercoalition.org

Started by Bank of America and several other major corporations, RPC now has over 200 corporate and organizational members dedicated to buying recycled paper, reducing paper waste, and establishing recovered paper collection systems in their offices. Each year all the members report on their paper purchases, in order to inform the paper industry of their significant demand for recycled papers.

Recycled Products Purchasing Cooperative, coordinated by Solano County Recyclers. Web: www.recycledproducts.org

Buyers Cooperative distributing 30% PCW Wilcote Paper from Willamette Industries. Recently added Badger Envirographic100, which is 100% PCW, PCF.

ReThink Paper (RTP), Web: www.rethinkpaper.org

A project of Earth Island Institute which seeks to catalyze a transition to an ecologically sound pulp and paper industry that protects forests, prevents air and water pollution, and conserves energy. RTP advocates using paper efficiently and replacing virgin wood with environmentally benign non-wood fibers, such as hemp, kenaf and agricultural residues. Website provides information on day-to-day paper reduction techniques. "paperless office" communication, paper selector and many other useful ecological paper resources.

Source/Waste Reduction Resources

Cutting Paper, Lawrence Berkeley National Laboratory, Web: www.eetd.LBL.gov/Paper

On-line resource designed to help people better understand paper use efficiency and reduction: provides practical information on how to reduce paper use in offices, with specific actions and how to measure and track results. Focuses exclusively on copy paper.

National Waste Prevention Coalition, Web: www.metrokc.gov/nwpc

NWPC is a coalition of members who work for local governments, state governments, non-profit organizations, universities, consultants and others committed to preventing the creation of waste and reducing use of resources. NWPC website has information about reducing office junk mail (a defensive strategy for reducing use of paper) as well as a number of related links.

State of Minnesota's "Reduce Waste: If not you, who? Campaign" Web:

www.moea.state.mn/campaign/workplace/index.html

Site has helpful information about reducing office paper. Also has information and links to printing "greener."

Rethinking Paper Consumption Web: www.oecd.org/env/consumption/scp24c.htm

Report published in 1997 (?) in preparation for an international meeting on paper. Primarily a big-picture policy document with helpful background information on global industry and consumption trends; environmental impacts associated with paper manufacturing and use; and challenges associated with efforts to reduce these impacts.

Paper Cuts: Recovering the Paper Landscape, Worldwatch Institute. December 1999. Web:

www.secure.worldwatch.org/cgi-bin/wwinst/EWWP0149?r839xeA6;;33

Provides a comprehensive look at worldwide paper production and consumption.

Natural Capitalism, Chapter 9

Includes a chapter (Chapter 9) on paper manufacturing and the associated environmental impacts.

Includes a very convincing argument for reducing paper consumption by illustrating the multiplier effects of environmental gains.

Additional Contacts for Paper Reduction Resources

Brian Foran, Office Paper Reduction Campaign, (916) 341-6597, bforan@ciwmb.ca.gov

A collection of information, materials and resources for offices to use in programs aimed at reducing office paper waste. Five sections of resources help businesses implement a comprehensive in-house paper reduction campaign. A business can create a customized office paper reduction campaign "kit" by mixing and matching the materials.

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NWPC has training kits for organizations that want to implement paper source reduction in the workplace.